



**PARENT-STUDENT
HANDBOOK
2009-2010**

Shared Values / Shared Vision

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OUR LADY OF GRACE

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June, 2009

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Dear OLG School Parent,

Our Lady of Grace School is a very important part of the teaching and evangelizing mission of our parish. Note the school is part of the parish and part of exercising the mission of the Catholic Church.

As one of the most visible means of sharing our Catholic faith with our children, our parish school is very important.

Our parish of Our Lady of Grace helps Catholic parents in their (the parents) primary role as teachers of the Catholic faith. Our time with your child/children at school is only a fraction of the time that you spend directly and indirectly influencing and teaching them. We, as parish, can only hopefully reinforce the Catholic teaching and practice your children receive from you – their parents.

Your child is taught the Catholic teaching and practice of assisting at Sunday Mass and on Holy Days. This has been so important in our Catholic community that to miss Sunday/Holy Day Mass is a serious sin (mortal sin.) So serious that a Catholic cannot receive Communion without first going to Confession.

The reason for this expectation to attend Mass is that OLG School is a Catholic School. All Catholics, including Catholic families and students of OLG, are expected to participate every Sunday at Mass and on Holy Days of Obligation. Weekly worship and thanksgiving to God at Mass is one of the most important teachings and practices of the Catholic faith. It simply does not make sense for the school to teach the Catholic faith during the week only to have parents ignore that teaching on the weekend.

Please make sure that as a Catholic parent or guardian you fulfill your obligation to your faith, as well as the faith life of your child, by actively participating at the weekly celebration of Mass. May the blessings of Our Lord be with you and your family.

Sincerely in Christ,

A handwritten signature in cursive script that reads 'Fr. Edward J. Moszur'.

Reverend Edward J. Moszur
Pastor

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OUR LADY OF GRACE SCHOOL

MISSION STATEMENT

Our Lady of Grace School, with the support of the school families, dedicated faculty, and the entire parish community of Our Lady of Grace, cultivates academic excellence and Catholic values within a distinctive educational framework. The major goal is to prepare students to respond to the challenges in their lives by:

- Providing quality instruction
- Encouraging students to lead “Christ-Centered lives”
- Developing a consciousness of the family of God by providing service to others

PHILOSOPHY STATEMENT

An integral extension of the mission of Our Lady of Grace Parish, Our Lady of Grace School is an example of community faith in action. We instill in all students their responsibility as part of a Catholic community to visibly illustrate to the world the ministry of Jesus Christ.

All students entrusted to our care are challenged academically and physically while being nurtured in their spiritual and moral value development.

The students will take with them the knowledge that Christ’s ministry can only be accomplished through the sharing of the gifts that God has given to each individual.

OBJECTIVES

Provision must be made for individual fulfillment that develops healthy minds, strong bodies, and spiritual well being.

1. Academic Excellence—to challenge our students to strive toward strong academic performance and personal growth.
2. Social Responsibility—to develop in the student an ability to sacrifice self-interest in order to live in peace and unity with all humanity and to foster an appreciation of diversity in others.
3. Cultural Development—to develop and have an appreciation of art, music, literature, beauties of nature, and to cultivate a taste for wholesome forms of entertainment.
4. Physical Fitness—to develop sound habits and attitudes of physical and mental health pertaining to self and neighbor as based on the laws of God.
5. Economic Competency—to encourage students to develop work habits and to capitalize on their special aptitudes in order to promote zeal for social justice.

NON-DISCRIMINATORY RESOLUTION

No person in Our Lady of Grace School shall, on the grounds of race, color, national and ethnic origin, sex, with regard to public assistance, age, or disability (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part-time or full-time, under any educational program, employment, or activity operated by the school.

ADMISSION POLICY

Our Lady of Grace School has met the requirements of the Performance-Based Accreditation process and is fully accredited by the State of Indiana. Our Lady of Grace School is open to all students desiring a Catholic education. Preference is given to Catholic families already registered in the school, to Catholics from neighboring parishes without a school, and then to non-Catholics in the local community in accordance with School Policy #204.

All students are expected to participate in all instructional programs offered by the school. Parents are expected to support and cooperate with all educational and administrative policies of the school. Parents who do not abide by school policies or instructional programs, who are disruptive in their actions to such and/or who take actions which are contrary to the proper Christian attitude and spirit of cooperation may be asked to withdraw their children from school.

Every new student will be admitted to our program on a trial basis for nine weeks. If there is consistent poor behavior, a poor attitude or inattention to academics during this probationary time, the student will be asked to leave at the end of the nine-week time period.

If applicable, a copy of the student's latest report card with final grades and attendance, and copies of any standardized test scores and/or special support service evaluation reports (including IEPs) must accompany the admission application. Admissions are considered incomplete until these records are received.

Students who were not recommended for promotion in their previous school may not be accepted to the next grade at Our Lady of Grace School. Students requiring special support services will be considered on an individual basis and must be able to perform in a regular classroom. The faculty will review their status annually. We reserve the right to deny admission to any child whose needs we do not have the resources and ability to meet, or whose parents are motivated by concerns not consistent with the goals of the school or the policies of the Diocese of Gary. If this is determined, parents may be requested to place the child in a school elsewhere.

All students shall comply with State of Indiana required Immunization and Health laws prior to admission. Indiana Code 20-8, 1-7-10 provides that no student shall be permitted to attend school for more than thirty (30) days beyond the date of his/her enrollment without either:

1. A current written immunization record on file with the school, or
2. Providing a current written immunization record to the school, or
3. Providing a statement from a physician that the required immunizations have been delayed by extreme circumstances and that a time schedule for immunization has been established, or
4. A written statement of health, religious or other objection delivered to the superintendent.

Kindergarten students must be five years old on/before July 1st of the year the child seeks entrance.

SPIRITUAL ACTIVITIES

Spiritual activities and experiences are an essential part of the student's day at Our Lady of Grace School. Religion classes are held daily. Students have the opportunity for Mass at least twice a week.

- A. Sacramental Preparation – Students in grade 2 receive the Sacrament of Reconciliation for the first time. Students in grade 3 receive the Sacrament of Holy Eucharist for the first time. Students in grade 8 receive the Sacrament of Confirmation. Parent meetings are also held as part of each sacramental preparation. Parents are expected to attend these sessions.
- B. Sacramental Reception – Students have the opportunity to receive the Eucharist at each Holy mass they attend. Students are expected to participate in the liturgy through prayer and song. The Sacrament of Reconciliation is offered to them twice during the school year.
- C. Daily Classroom Prayer – At a minimum of four times a day, each classroom of students prays together. The teachers direct the students through the traditional prayers of the church and give the students opportunities to explore other prayer forms.
- D. Retreat Experiences – Students will have the opportunity for retreat experiences as outgrowths of their religious formation and as sacramental preparation for Confirmation.
- E. Other Offerings – Students will have the opportunity to be altar servers, cantors, and lectors and participate in Stations of the Cross, rosary devotions, and prayer services.

INSTRUCTIONAL INFORMATION

- A. Academic Progress/Parent-Teacher Conferences – Progress reports are distributed after the fourth week of each quarter and are to be signed and returned to the homeroom teacher. Report cards are issued quarterly. These are withheld if financial payments are not kept current. A conference for the first quarter is required. Report cards will not be released without a conference.

Parent/Teacher Conferences are scheduled after the first quarter for all students. Conferences for grades 1-8 are student-led conferences. During this conference, students address their parents while the teacher facilitates this communication exchange as needed. Students have the opportunity to exhibit their personal work samples, explain learning objectives and accomplishments, and set goals for the immediate future with their parents. Student-led conferences also allow students to assume responsibility for their learning, improve communication and organizational techniques, engage in reflection and self-evaluation, and increase leadership skills. Teachers and parents are also encouraged to contact each other on a regular basis if closer monitoring is necessary.

- B. Curriculum – Our Lady of Grace School follows the State and Diocesan guidelines relative to curriculum and textbook adoption.
- C. Grade Seven Mathematics Placement – Students in grade seven are performance grouped at the end of the last quarter of sixth grade to facilitate the learning process. Placement in the pre-algebra text is based on the following criteria:
 - B average or better in sixth grade math
 - Score above 84% on the fifth grade ISTEP test
 - Classroom performance

- D. Educational Fairs and Contests – Various educational activities are planned to display student achievements. Student work will be sent to various contests throughout the school year. Students have the opportunity to participate in Spelling Bees, Math Contests, Science Olympiad, Academic Bowl, essay contests, etc.
- E. Homework – Homework reflects the lessons taken in the classroom and should be mainly review and practice. To insure optimum results, it is suggested that parents provide the proper environment for study and strong encouragement for the students to complete every assignment on time.

The length of time spent on homework is approximately:

Grades 1-3	30 minutes
Grades 4-6	60-90 minutes
Grades 7-8	90 minutes

If your child consistently spends more or less time than the suggested time, consult with the teacher.

Long-term assignments are given in addition to daily work. Ample time is given for the project to be completed. Long-term assignments are not reflected in the above homework times. Students are expected to work on these assignments throughout the time given, not just the night or weekend before the due date.

The heading on your child’s papers (Grades 3-8) should be as follows:

(First space)	NAME		DATE
(Second space)	GRADE	SUBJECT	PAGE

The left-hand margin line is to be observed.

- F. Physical Education Classes – All students are required to take Physical Education. If the student has a health problem that does not allow him/her to participate in such activity, a written release must be sent from the doctor to the principal. This holds for both long and short-term disabilities. This release from physical activity also applies to non-participation in sports.
- G. Textbooks – Textbooks are the property of Our Lady of Grace School, and are rented by the students. Students are responsible for the care of the texts, which are to be covered at all times. Students will be fined at the end of the school year for any damage done to the textbooks. All books and supplies are to be carried home in some type of book bag.

ATTENDANCE REGULATIONS

- A. Handbook Agreement – The handbook agreement must be signed by parents/guardians and each student. This form must be returned to school by the end of the first week, otherwise the child will not be allowed to remain in school.
- B. School Hours and Supervision – Students are supervised from 7:30 a.m. through dismissal at 2:30 p.m. each school day. No walker or car rider should enter the building before 7:30 nor remain on school property after 2:30 unless supervised by an adult. No student may enter a classroom if the teacher is not present. In an effort to teach responsibility to students, students and/or parents are **NOT** permitted to re-enter school after dismissal to get forgotten books/materials.
- C. Attendance and Parent/Guardian Responsibility – Regular attendance and punctuality are essential to ensure an effective learning environment and enable students to fully participate in the ongoing educational process. Moreover, punctuality forms life habits for work and family, which will benefit the student. In addition, the Department of Education of the State of Indiana holds Our Lady of Grace School accountable for student attendance and closely monitors our attendance rates. Failure to meet the attendance

expectations of the Department of Education (upper 90 percentage) can result in Our Lady of Grace School losing its current full accreditation status from the Department of Education. Since the parent/guardian is very much involved in influencing student attendance, we urge the parent/guardian to see that students attend school consistently and that unnecessary absences (e.g. doctor's appointments during school times and family vacations) be avoided.

While some absences can be considered excused, such as illness, a doctor/dentist appointment, a funeral, and other reasons listed below, students are requested not to miss school unnecessarily. Doctor's appointments should be made after school hours whenever possible. Vacations taken during school days are considered unexcused and should be avoided. **All absences, excused or unexcused, will affect perfect attendance.**

If a student is absent from school, the parent should contact the school office at 838-2901 between 7:00 - 8:00 a.m. stating that the child will be absent and requesting homework for grades K-5 if so desired. This procedure is an important component of student safety. If a parent/guardian does not contact the school and the child is not in the building, the parent/guardian will be called to verify the absence. Please help the office staff by calling between 7:00 - 8:00 a.m. No homework requests will be honored after 8:00 a.m. Homework requests are NOT done for junior high students but they are required to obtain assignments from another classmate. A doctor's note is required if the student is off school for more than 5 days. Students do not participate in extra-curricular activities (e.g. athletic practices, games, contests) on days they are absent from school.

Half-Day Absence – A student in attendance during any part of the day, up to and including one-half (1/2) of the day (3 hours), shall be counted as attending one-half (1/2) of the day. A student in attendance for more than one half (1/2) of the day (more than 3 hours) shall be counted as attending for one full day.

Excused and Unexcused absences

(Directives from the Diocese of Gary regarding absenteeism)

Excused Absences:

Illness
Doctor/Dentist appointment
Funeral (of immediate family member)
Legislative Page
Court appointment
Principal's discretion

Unexcused Absences:

Vacations
Non-school related events
Personal Business
Principal's discretion

Maximum number of Days Absent

K-8 10 days per semester

By diocesan policy, the parent/guardian must have a conference with the teacher(s) and/or administrator after 10 days absence. The teachers will determine the student's academic grade and/or possibility of retention.

Upon returning to school, all students must bring a note signed by a parent/guardian indicating the reason for the absence. This note is given to the respective homeroom teacher who will have it put in the office files. **This must be done in addition to the phone call the morning the student is ill.**

Students may not stay indoors during the lunch hour unless the school is given a written notice from a doctor stating that the child is unable to go outside for medical reasons.

- D. Tardiness – Students are marked tardy if they arrive in the classroom after the 7:45 a.m. bell has rung. The tardy student must go to the office before being admitted to the classroom. **A note, signed by a parent/guardian, indicating the reason for the tardiness, must be presented at the office when the child enters the building or the parent/guardian must come in to the office to sign the child in.** Excessive absences and/or tardiness are a serious matter and may necessitate a conference with the principal. Tardiness is a disruption to the classroom order. Respect for the teacher and classmates are expected. The fourth tardy, and any thereafter, in a four-week period may result in detention. (See detention). Parents will be notified in writing of excessive absences or tardiness. **All tardies will be a mark against perfect attendance.**
- E. Professional Appointments – Any type of appointment is discouraged during school time. However, if it becomes necessary for a student to be excused during the school day, a note must be brought signed by a parent/guardian and given to the teacher. The student is to be picked up and signed out at the school office. **Students are marked absent if they miss the major part of the day or half-day.**
- F. Illness/Accident at School – If a student becomes ill at school, he/she will be taken to the school office and the parents will be notified. Parents/Guardians are to come to the office and sign the child out. **It is essential that the school have current emergency phone numbers to use if the parents cannot be reached.**
- G. Make-Up Work – It is the student’s responsibility to make up work that is missed because of an absence. Upon returning, the students should see their teachers and obtain necessary work if homework had not been requested earlier. The amount of time given to a student to make up missed work is at the teacher’s discretion. Work that is not made up will be considered the same as failing.
- H. Vacations – Vacations during the school year are strongly discouraged. Such requests must be made directly to the principal and a special permission form must be completed by the parent/guardian. Parents must also notify the teacher in writing of the vacation absence. Failure to complete such a form will result in the child’s not being allowed to make up the work. If permission is given, the student is expected to “keep up” academically. Teachers are not required to administer tests or prepare assignments for the student in advance of his/her departure.

CODE OF CONDUCT

The primary goal of Our Lady of Grace School is to create a learning environment within our parish faith community, which fosters within students growth in the Catholic faith and academic excellence. The Our Lady of Grace School Code of Conduct is based upon a mutual respect toward others and flows from Jesus' command to "treat others the way you would have them treat you." (Mt. 7:12)

The main objective of this Code of Conduct is to encourage each student to achieve his/her academic potential, build upon self-esteem, and encourage each student's self-growth as a Catholic, Christian person. The Our Lady of Grace School Code of Conduct is based on the premise that: (1) Every student has the right to an atmosphere conducive to personal growth and development and (2) That every student has the duty to preserve that right for others.

We believe it is important to work with parents in order to encourage the development of responsible, respectful students. We look to the parent/guardian for support and a consistent message to students regarding the need for positive, productive behavior. Every attempt is made by Our Lady of Grace School and faculty members to cooperate with the parent/guardian in the remediation of a student's behavior. The education of a student is a partnership between the parents and school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

STUDENT RESPONSIBILITY

Our Lady of Grace School, in keeping with its mission of cultivating Catholic values within a distinctive educational framework, promotes respect for self, others, and others' property at all times. Students' conduct, therefore, should be formed by Christian values. Some examples of expected behavior include, *but are not limited to*, participating fully in the Our Lady of Grace School educational community, consistently engaging in the educational process, cooperating with teachers and school personnel, respecting other students, maintaining appropriate conduct during classroom and other school activities, upholding the reputation of the school outside of school in the community, using appropriate language when addressing school personnel and students, caring for school and personal property, and refraining from the possession of weapons or potentially harmful (or illegal) substances of any kind.

Students are expected to observe Our Lady of Grace School's policies and procedures outlined in this handbook as well as other school practices and classroom rules determined by the faculty. A student's failure to observe these policies will result in disciplinary action. In addition, each student is an Our Lady of Grace School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Ordinarily, each teacher in the classroom handles student discipline on an individual basis. Discipline is viewed as a matter of instruction, not punishment. Growth in self-discipline is the goal. Consequences for not observing classroom or school policies and procedures are determined by the teacher and may vary according to the seriousness of the behavior. Some behaviors that may result in discipline include, *but are not limited to*, failure to complete homework on time, tardiness, not engaging in the educational process (off-task behavior), or disrupting the educational process (distracting others).

Teachers are expected to contact parents concerning their students' progress and inform the parents of any disciplinary problems as well as to communicate and work with parents in cases involving persistent or recurring problems.

Behavior that is deemed “more serious” is reported to the parent/guardian and the school administration. Consequences for such behavior are determined on a case-by-case basis.

Some behaviors that are considered **VERY SERIOUS** and that warrant immediate action include – *but are not limited to* – the following:

1. **HARRASSMENT OR INTIMIDATION OF OTHERS** such as bullying, excessive teasing, making threats, or physically pushing someone around to frighten another. Bullying is defined as repeated acts of aggression by individuals who have more power than their victims. By power, we mean differences in strength, confidence, status or aggressiveness. Bullying can be done in many ways, including physical attacks, verbal insults, social isolation and emotional manipulation. Bullies can attack their victims face-to-face, publicly or secretly. Bullies use their bodies, notes, gossip, and technology (instant messaging, e-mails, web logs) to attack their victims.
2. **INTENTIONALLY CAUSING OR ATTEMPTING TO CAUSE PHYSICAL INJURY** or intentionally behaving in such a way as could reasonably cause physical injury to a student or school personnel.
3. **PERSONAL DISHONESTY** (such as lying, forging a signature, or stealing) or **ACADEMIC DISHONESTY** (such as cheating and/or plagiarism).
4. **DEFACING OR VANDALIZING SCHOOL OR ANOTHER’S PROPERTY.**
5. **INSUBORDINATION TO SCHOOL PERSONNEL.**

6. **POSSESSION/USE OF ILLEGAL SUBSTANCES OR WEAPONS** (such as alcohol, cigarettes, tobacco, knives, handguns and other gun powder products or explosives). The act of possessing, using, or threatening to use any weapons (knife, laser, stun gun, etc.), firearm or explosive (fireworks, smoke bombs, etc.), or related paraphernalia (i.e., “How-to” Manuals), or animal capable of causing serious bodily injury or **ENGAGING IN ILLEGAL ACTIVITY** (e.g. purchasing lottery tickets).

According to Dr. Suellen Reed, superintendent of public instruction, and the office of the Attorney General for the State of Indiana:

Should a student bring a firearm to school the student must be expelled for a minimum of one year (IC 20-8.1-5.1-10). Under this statute, the Superintendent must notify the local county prosecutor if a student has been expelled for bringing a gun to school. The prosecutor must investigate and take appropriate legal action.

Any student or adult who brings a gun onto school property or a school bus, unless otherwise legally authorized to possess a gun, commits a felony (IC 35-47-9-2).

Indiana law allows enhanced sentences for certain drug (IC 35-48-4) and gun (IC-35-47-2-23) crimes committed on a school bus, on school property or within 1,000 feet of school property.

7. **DRUG USE/POSSESSION** – The use, possession, sale, or being under the influence of a controlled substance on school property or at any school-related activity is prohibited at any time. In addition, the possession of any instrument, appliance, or paraphernalia designed or used for controlled substances is not permitted. Also, students are prohibited from leaving school grounds for the purpose of taking controlled substances of any kind, unless under the direction of a licensed medical doctor. Controlled substances may be, *but are not limited to*, alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens, whether prescription or sold over the counter (without prescription), including caffeine-based pills, substances containing phenylpropanolamine (PRA), inhalants, or any substance represented by the provider to be any of the listed substances.

8. VERBAL AND/OR NONVERBAL DISRESPECT FOR SCHOOL PERSONNEL OR OTHER STUDENTS such as profane or vulgar language (either spoken, written or gestured), making fun of others (including name calling), or making threats.
9. FIGHTING.
10. SEXUAL HARASSMENT: Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause of appropriate disciplinary action. Any employee or student, who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual, will be subject to the sanctions for misconduct set forth above.
11. GANG BEHAVIOR: Our Lady of Grace School, in keeping with its mission of implementing a Catholic educational community, does not tolerate gang behavior in any form. Gang affiliation or the *appearance* of gang affiliation – which includes, *but is not limited to*, expressions in costume (e.g. clothing colors or earrings); hair styles; hand gestures; signs, insignias, and posters (whether in desks, books, or notebooks); graffiti; and intimidation of others – has no place at Our Lady of Grace School and may result in immediate suspension and/or expulsion.
12. POSSESSION OF PORNOGRAPHIC MATERIAL or exploring Internet sites with such material.
13. ENGAGING IN ILLEGAL BEHAVIOR such as possessing alcohol or tobacco.
14. ENGAGING IN ANY OF THE ABOVE-MENTIONED BEHAVIORS VIA EMAIL, INSTANT MESSAGING, WEBSITES, TELEPHONE MESSAGES, AND SO ON.
15. TRUANCY – Truancy is rare among elementary students and can be forestalled by good communication between home and school. When truancy occurs, disciplinary action may be taken.
16. FALSE ALARMS: The act of initiating or circulating a report of warning of fire, bombing, or other catastrophes.

Some behaviors that are **SERIOUS** include – *but are not limited to* – the following:

1. Disrupting other classrooms while moving from room to room.
2. Bringing electronic equipment – including “educational” ones (e.g. computer games, hand-held games, or “virtual reality pets”) to school. Items will be confiscated.
3. Bringing beepers, CD-players, stereos, jam boxes, radios, cellular phones, laser pens, and the like to school. Items will be confiscated.
4. Engaging in inappropriate personal behavior such as kissing, holding hands, and other affectionate behavior.
5. Demonstrating disrespect for other students and/or their personal property (e.g. taking pens/pencils, notebooks, taking items from another’s desk, etc.)

6. Disregarding school personnel or school policies and procedures (e.g. disregarding an adult directive or disregarding school or classroom rules).
7. Running throughout the school.
8. Throwing inappropriate and/or dangerous objects (e.g. pens/pencils, rocks, snowballs, etc.).

Behavior that is deemed “more serious” is reported to the parent/guardian and the school administration. Consequences are determined on an individual basis and may include more serious disciplinary measures, such as suspension, probation, and/or expulsion. In the event of a suspension, the student will be responsible for obtaining work missed during that time. The due date for the completion of work is at the discretion of the teacher.

Every attempt is made by Our Lady of Grace School to cooperate with the parent/guardian in the remediation of a student’s behavior. At times, in order to meet the various needs of our students referral to a professional outside-of-school counselor or other professional services may be a condition required for the student’s continued enrollment at Our Lady of Grace School. In the absence of an on-site counselor, Our Lady of Grace School refers families to the following agencies: Catholic Family Services, Tri-City Mental Health Clinic, or Purdue University Calumet.

The lists above are not all inclusive, nor are they intended to approach student behavior from a “negative” view. The behaviors listed here are examples of behaviors that are deemed to be inappropriate in keeping with the goal of creating and preserving a learning environment within our faith community which fosters growth in the Catholic faith and respect for oneself and for others. The principal shall be responsible for the administration of all situations involving discipline of students. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

OLG STUDENT CREED

1. I shall believe in myself and my God-given talents, striving to achieve to the best of my ability at all times.
 2. I shall treat all others and myself with respect and dignity.
 3. I shall set a good example for myself and others.
 4. I shall be honest and fair.
 5. I shall solve challenges without arguing or fighting.
 6. I shall treat my school, home, and all property with care and pride.
 7. I shall come to school and classes on time.
 8. I shall be well prepared for my classes with assignments and materials.
 9. I shall be responsible for communications between home and school.
- A. Cheating – A student involved in any form of cheating will receive a failing grade on the given work and will be subject to further disciplinary action. Parents will be informed of these situations.
- B. Classroom Rules – Each teacher will discuss classroom rules and regulations at the beginning of the school year. Parents will be informed of these rules and regulations at the parent orientation meeting at the beginning of the year.
- C. Detention (grades 5-8) – A student may receive a detention for violating a handbook or classroom rule or for conduct unbecoming a Christian student:

1. When a detention is given, a form will be completed by the teacher, which will state the reason for the detention.
2. The student must have this form signed by a parent/guardian the night the detention is issued and turn it in the following day to the teacher who gave the detention.
3. A copy of this signed form will be kept on file.
4. Detentions are served with the respective teacher on the assigned day from 2:40 – 2:55.
5. Students are released from the school office after serving a detention.
6. A parent conference will result if a student received more than three detentions in one quarter.
7. In the event of continued insubordination, a conference with the discipline committee will be called.

SERVICES

- A. Health – A nurse from the Lake County Health Department services our school. Annually, she checks hearing, vision, height and weight for students at the designated grade level. It is her responsibility to update the students’ health records.

Students with head lice, pink eye, or other communicable diseases must be excluded from school until symptoms are no longer apparent. School officials rely on the directives from the Lake County Health Department in judging these cases.

- B. Learning/Behavior Assessment – Students needing the services of professional testing, because of a learning and/or behavior problem, may be referred by the parents or teachers to the principal who will contact the Northwest Indiana Special Education Cooperative or the Special Education Department of the student’s home school system. Parents may also apply for help from Tri-city Mental Health Clinic, Catholic Family Services, Hammond Clinic, or Valparaiso University or Purdue University Calumet at their own expense.
- C. Remedial Assistance – Special tutoring is available to students who are eligible and whose ISTEP scores indicate such a need when provided by the School Town of Highland through the Title I Program.
- D. Counseling/Guidance Services – Counseling/guidance services are provided by Catholic Family Services upon a teacher referral and parental approval. Students receiving these services meet with a counselor on a weekly basis at the school.
- E. Speech Therapy – The Northwest Co-op provides speech classes at a local public school for those who qualify. Either parents or teachers may make referrals to the principal.
- F. Before School Care – Before school care is provided Monday through Friday from 7:00-7:30 a.m. in the school library. Yearly registration is \$10.00 per family. Current daily rates are \$3.00 per child. Failure to keep payments up to date **WILL RESULT IN IMMEDIATE REMOVAL FROM THE PROGRAM.**
- G. After School Care – After school care is provided Monday through Friday from 2:30 – 6:00 p.m. Yearly registration fee is \$20.00 per family. Current daily rates are \$6.00 for one child, \$9.00 for two children, and \$12.00 for three children. Failure to keep payments up to date **WILL RESULT IN IMMEDIATE REMOVAL FROM THE PROGRAM.** After school care is available on early dismissal days. It is **NOT** available on the following:
The day before Christmas break, the day before Easter break, & the last day of school.
- H. Market Day – The school participates in the Market Day Program. Delicious meat and food items are offered monthly for sale with 10% of the profit going to the school.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

- A. Liturgical Ministers – Students in grades 4-8 will be eligible to serve as liturgical ministers, respecting the directives from our diocese. Students may serve as altar servers, lectors, cantors, and extra-ordinary ministers of the Eucharist. Students who choose to participate in these ministries must take part in the necessary training sessions provided by the parish.
- B. Educational Activities – Throughout the year various educational activities are planned to display student achievements, e.g. Spell Bowl, Geography Bee, CYO Academic Bowl, and Science Olympiad.
- C. Band – Students in grades 4-8 are eligible for participation in the Band. The students meet with the Band director once a week for their lessons on a half-hour-rotating schedule. Band rehearsals are conducted after school hours. The school band, combined with St. Mary’s in Griffith, performs in concerts and contests throughout the school year.
- D. Athletics – The athletic program is regulated by the school under the direction of an athletic director, and follows the Diocese of Gary CYO rules. Religious Education students are also eligible to participate. The program consists of the following sports:
 - Soccer..... Boys and girls in grades 5-8
 - Volleyball..... Girls in grades 5-8
 - Basketball..... Boys and girls in grades 5-8
 - Cross Country..... Boys and girls in grades 5-8
 - Track..... Boys and girls in grades 5-8

Students who are absent from school on the day of practice/game/event may not participate in the practice/game/event on that day.

All students have a responsibility to represent Our Lady of Grace School in a Christian manner at all times. Failure to do so may result in probation or suspension from the team. Parents receive written notification of their child’s suspension and the reasons for the suspension.

Seventh grade boys are eligible to play football in the spring and eighth grade boys in the fall with the Highland Middle School Football program. Highland Middle School Track is open to OLG junior high students.

Physical Examination – Students must have a complete physical examination and a written statement from a physician attesting that they are physically able to participate in the athletic program. Students may not practice or participate in any games unless these forms are on file.

- E. Holy Childhood Association – This is the official organization for the mission work of the pupils in the elementary school of the Diocese. All students are enrolled and receive the spiritual benefits. In return, the students are asked to use Lenten Banks.
- F. School Newspaper – A school paper is put out periodically.
- G. Scouts – Scouting opportunities are available for students in grades K-8.
- H. Student Council – Our Lady of Grace School has an active Student Council. The officers of the Student Council are members of the seventh and eighth grade classes. Representatives are selected from each homeroom, grades six through eight. A copy of the Student Council Constitution is in the handbook appendix.

- I. Enrichment Time – Extra-curricular activities designed to enrich our students’ learning experiences may be offered once a week each semester after school for a limited number of weeks. These activities include Guitar Club and Math Club. Teachers and/or parent volunteers will teach these optional sessions.
- J. Practical Arts – Sessions are offered during school year for our junior high students. Teachers and/or parent volunteers for one-hour sessions teach a variety of activities including practical and leisure time activities once a week.

SCHOOL POLICIES

AMENDMENTS TO THE HANDBOOK

The principal retains the right to amend the Parent-Student handbook during the school year for just cause. Parents and students will be given prompt, written notification of such changes.

AWARDS AND SCHOLARSHIPS

Our Lady of Grace Parish has established Monsignor Van Nevel Scholarship – In memory of Monsignor Albert Van Nevel, a scholarship fund. The scholarship is offered yearly to a seventh grade student. Students may apply in the spring of their sixth grade year.

Michael William Jonaitis Memorial Scholarship – A scholarship is offered yearly in memory of Michael Jonaitis, a 1983 graduate of OLG. Applicants must be registered students of OLG School in grades 1-8 and be members of Our Lady of Grace Parish.

At the time of graduation, students are eligible for the following awards and scholarships:

Presidential Academic Fitness Award: Recognition of an A- average in major subjects (Religion, Math, English, Science, Social Studies, Literature) from fourth grade through eighth grade and at least 85% score in either math or reading on their latest achievement test.

American Citizenship Award: Recognition of students who show a positive school/community service, display an understanding and appreciation of civic responsibility, possess strength of character and courage to do what is right, and promote citizenship within the school/community through other activities.

Lester Shideler Award: Eighth grade athletes are eligible to be presented with the Lester Shideler award. This award is presented in the spring during the Athletic Awards banquet. The recipients of the award are determined in consultation with the eighth grade coaches. It is presented to the athletes who demonstrated a Christian attitude towards sports and teamwork during their athletic careers at Our Lady of Grace School. The recipient is one who leads by example and demonstrates school pride and spirit. The recipient respects and encourages teammates, respects coaches and officials, and works hard to improve his/her athletic skills. The athlete also demonstrates hustle at all practices and competitions. The award is not a Most Valuable Player award.

Dan Greenock Memorial Scholarship: Awarded to the outstanding 8th grade band member.

BICYCLES: Students who ride bicycles to school are to keep them in the bike rack found on the north side of the parking lot. Bicycles should be chained. Our Lady of Grace School is not responsible for loss or damage done to bicycles.

BUS REGULATIONS

Buses are usually used for transportation on educational field trips. A fee is required for these trips.

The following rules are to be observed by all who ride the public school bus for field trips:

1. Be seated immediately in the assigned seat, and remain in the seat during the entire ride, facing the front of the bus.
2. At all times (when on the bus or waiting for the bus) observe the rules of Christian behavior concerning respect for others and the property of others.
3. Avoid loud, boisterous, indecent conduct on the bus.
4. Open windows only with the permission of the driver.
5. Do not enter or leave the bus until it has come to a full stop and the driver has opened the door.
6. Neither eating, nor drinking, nor chewing gum is permitted on the bus.

CAR RIDER DIRECTIVES

MORNING DROP-OFF

Please note that there are three drop-off points:

WEST END DROP OFF – Cars are to enter the west end parking lot through the Highway Avenue entrance ONLY. No cars should be entering for drop-off from any other part of the parking lot. After drop-off they are to continue on in a straight line and exit on Condit Street. Please pull up one car length north of the door to the yellow line so that children from three cars may exit at the same time. As a courtesy to those behind you, please be sure children are ready to exit the car when you pull up.

HIGHWAY AVENUE DROP-OFF – Cars are to approach from the east (Delaware Street) and continue in a straight line at the curb. Students may enter either at the main entrance or the west end door. There is to be No Parking in front of school during the morning drop-off time of 7:30-7:45 a.m.

NORTH END DROP OFF – Drop off is available at the entrance.

Parents who enter the building with students are to park in front of the school at the west end only.

AFTERNOON PICKUP

Both the NORTH and the WEST parking lots will be used for pickup at dismissal time. For the safety of the children, parents of students in Grades 1-8 are asked to remain in their cars at pick-up and dismissal times.

WEST LOT PICKUP-FAMILY NAMES A-K

On the WEST LOT, please park in the marked parking places FACING EAST. Students whose last names begin alphabetically from A-K or who regularly ride with someone in that category will exit from the west doors.

NORTH LOT PICKUP-FAMILY NAMES L-Z

On the NORTH LOT, please park in the lot directly facing the school with one row of cars directly behind the other. Students whose last names begin alphabetically from L-Z or who regularly ride with someone in that category will exit from the north doors.

All cars will be allowed to leave the lot once the students are all safely in their cars. Follow the directions of the teachers regarding the movement of cars out of the parking lot. Cars on the west lot will be directed to exit either to the north (Condit Street) or south (Highway Avenue). Cars on the north lot will be directed to exit to the east (Delaware Street).

PLEASE NOTE:

- Students whose rides do not arrive on time will be sent directly to the After School Care (the white house on Condit Street) where they must be picked up.
- Parents whose children will be regularly riding with someone who will be parking on the lot other than the one assigned to them must notify their child's teacher in writing so that the students may be dismissed from the proper exit.
- Parents are also responsible for notifying the teacher in writing of any changes in their child's normal routine.
- Parents are also responsible for informing those who pick up their children of the above procedures.

COMMUNICATIONS

- A. Parent Bulletins – Parent bulletins will be issued every Thursday. Bulletins are available on-line by at www.fastdir.com/ourladyofgrace. Click the “LINKS” icon to download.
- B. Conferences – A Parent-Teacher Conference/Student-Led Conference is scheduled after the first quarter of the school year. Parents and teachers are encouraged to contact each other if a concern arises before or after this meeting date. Classroom concerns should be handled at the lowest possible level. Persons with concerns about a classroom situation or teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should the principal be contacted. Parents must make appointments in advance of seeing any teacher. Teachers are not permitted to speak to parents when they are responsible for supervising their students. Teachers are not free to take phone calls during school day except during their preparation periods.
- C. Phone Use – Students are not allowed to call home for forgotten items or to arrange after school activities. They may use the office phone only in emergencies and with permission of the office personnel. Except for emergencies, neither teachers nor students are called to the phone during school hours.
- D. Cell Phones: Students who have cell phones for emergency use after school hours must keep them turned off and in their book bags. Use of cell phones during school hours is not allowed. If a student is found using their cell phone it will be confiscated and a parent will have to pick it up in the school office. Our Lady of Grace School is not responsible for lost, damaged or stolen cell phones.

- E. Messages for Students – Parents are asked not to call school with messages to be given to students. All after-school plans and arrangements should be taken care of in advance. Only emergency messages will be conveyed to students.
- F. Other – Any communications distributed to students or sent home with the students must be approved through the school office. Distribution of party invitations is not permitted unless all students or all boys or all girls are included.

DISPENSING MEDICATION

Prescription medication must be brought to the school to be dispensed in the school office. Prescription medicine must be in the original bottle with the student’s name on it. Parents are required to bring it to the school office and complete the Parent Permission/Release Form for dispensing the medication in school. The same procedures are to be followed to dispense any over-the-counter medication

DRESS CODE

All students are expected to be in full uniform the first day of school. Students who violate the dress code will receive further discipline.

JUMPERS/SKIRTS The blue plaid-skirt or jumper must be no shorter than 2 inches above the knee. Girls in grades 1-5 wear jumpers. Girls in grades 6-8 wear skirts or skorts.

SLACKS/PANTS Only navy blue regulation uniform pants are permitted (no royal blue or lighter blues are allowed). No studs, no metal pocket reinforcers, no contrasting topstitching is allowed. Corduroy pants/slacks are permitted. Slacks may have slit (in-set) pockets. Navy, black or brown belts must be worn if the pants/slacks have belt loops. Pants/slacks must be worn at the waist.

GIRLS

BLOUSE/SHIRTS: Blouses shall be white with round or pointed collar with long or short sleeves. No monograms, lace trim or wrinkled materials.

Solid white polo shirts or polo shirts with the approved School logos are permitted. No other superfluous garments may be worn under the uniform shirt. Only white undergarments are permitted. Blouses/Shirts must be tucked into the slacks, shorts or skirts.

SHIRTS: BOYS

Short/long sleeve sport shirt, white.
Solid white polo shirts or polo shirts with the approved School logos are permitted. Shirts must be tucked into the pants or shorts.

SWEATERS

Girls may wear solid navy blue or white cardigans. Loose fitting, cardigan or pullover vests may also be worn. Boys may wear solid navy blue cardigan, long sleeve pullover or sweater vest.

SWEATSHIRT

During colder weather students may wear sweatshirts with the OLG logo as part of their uniform. Uniform shirts must be worn under the sweatshirt. No other type of sweatshirt may be worn during the school day. Hooded sweatshirts are not part of the school uniform.

- STOCKINGS** Navy blue or white knee socks, anklets, leotards, or bobby socks, not nylons. No stripes, bows, or lace will be allowed on the socks. All socks must cover the ankle.
- SOCKS** Boys are required to wear navy blue or white socks. Quarter socks may be worn but must cover the ankle.
- SHORTS** Uniform dress walking shorts may be worn from May 1 – September 30. No cargo shorts are allowed.
- SHOES** Leather or simulated leather school shoes in dark blue, beige, black, brown, gray, or white and saddle shoes are allowed. Shoelaces must match the shoes. (School shoes should preferably have a soft sole). Students may wear low cut athletic shoes but they must be solid black or solid white only with no contrasting logos or designs. Heels on shoes should not pose a safety hazard for students while walking on stairs or playing outside. Please be sure to consider this safety factor when purchasing shoes for your children. The current “block heel” and “platform” styles are too high and are not acceptable. Clogs, Crocs, high heels, sandals, “flip-flops” or moccasins are not allowed at any time including dress up/down days. No “heelies” (shoes with hidden wheels) are allowed. If the appropriate gym shoe is not worn, school shoes must be worn.
- PHYSICAL ED.** Navy shorts/sweats will be allowed. These should be plain or may have the school logo on them. Tennis shoes (with laces and backs) must be worn for physical education. Platform gym shoes are not permitted. OLG Knight-Wear t-shirts must be worn for gym classes. No jewelry is allowed during P.E. class. No sprays (deodorant, perfume, body mist, etc.) may be used. Student in grades 1-4 may wear their P.E. uniform on scheduled gym day with solid black or white gym shoes. Students in grades 5-8 must change clothes for gym.
- ACCESSORIES** Accessories are limited to a wristwatch, religious medals, one ring only, and small inconspicuous earrings (one per ear, for girls). No hoop or dangling earrings are allowed. Boys are not allowed to wear earrings in school at any time. Body piercing and tattoos are not permitted. Cosmetics, including nail polish, are not to be worn in school at any time including dress-up days.
- HAIRSTYLE** Hair is to be neat, clean, well groomed, and not of an unusual or extreme style or artificially applied color. Hair may not be spiked, streaked or frosted. Hair ornaments for the girls should be blue or white and not excessive. Boys’ hair should not extend beyond the top of their shirt collar or obstruct their vision. No designs should be cut into the hair. Unconventional, fad haircuts are not acceptable. No facial hair shall be permitted.
- BOOK BAGS** All students must have a book bag to carry books each day. For the safety of the students, wheeled book bags are not permitted for students in grades K-2.

For your convenience, uniform items are available at:

Barney’s Hub Bootery	Brady’s “This is It”	. Rainbow Connection
108 North Main Street	Burr Street at 25 th	9735 Fran Lin Parkway
Crown Point, IN	Gary, IN	Munster, IN 46321
1-219-663-0022	844-1130	972-0539

DRESS-UP and DRESS-DOWN DAYS

On occasion students will be allowed to wear clothes other than their uniforms. No torn or immodest apparel will be allowed. Dresses/culottes may be no shorter than right above the knee. Shorts outfits are not considered appropriate attire for dress-up days. **High heels and “flip-flops” are not allowed for dress-up days.** Stretch pants are not to be worn on non-uniform days.

On ‘dress-down’ days students may wear jeans or sweats. Hooded sweatshirts are not to be worn indoors. Walking length shorts may be worn during September and May on ‘dress-down’ days. Shirts may not have inappropriate sayings printed on them.

If a student does not wish to participate in these special days, the student should come to school in uniform.

EMERGENCY CLOSING/CRISIS MANAGEMENT PLAN

- A. School closings due to weather conditions or emergency closings will be announced over local station WJOB 1230 (AM) and will be posted on the web site, www.emergencyclosings.com and on www.fastdir.com/ourladyofgrace
- B. School Crisis Management Plan – Our Lady of Grace School, like all other schools in the state, has a Crisis Management Plan, which is implemented in the event of any emergency or disaster. In order to facilitate the pick-up of students in case of emergency dismissals due to environmental or building disasters (heat, water, electricity loss) as well as weather-related emergencies, an emergency phone-calling tree will be put into effect. The contact room parents will be provided with a list of home, work, and emergency phone numbers for students in their classroom. In the event of an emergency closing, the contact parents will make the necessary calls to notify families with the appropriate information. **Please be sure that the school office is update with any changes in home, work, or emergency numbers.** All emergency closings will be reported to the local radio station (WJOB 1230 AM) and will also be posted on the following websites: www.emergencyclosings.com & www.fastdir.com/ourladyofgrace
- C. **DO NOT call the school or the rectory to ask about school closings. Listen to the above mentioned radio station or check**
www.emergencyclosings.com & www.fastdir.com/ourladyofgrace

FIELD TRIPS

Classes are encouraged to take educational field trips during the school year. The place to be visited is determined by the teacher in consultation with the principal. These trips are educational in nature and have parent chaperones. Parents are requested to sign a statement permitting their child to take the trip as well as pay any fees required for the trip. Students will not be allowed to participate in the field trip if the signed paper is not in the school office the day of the trip. A copy of the field trip form is shown below. This is the only acceptable form that can be submitted if the original field trip form is misplaced. Simple notes from parents stating that they give permission for the field trip are not acceptable. Participation in field trips is a privilege that may be denied a student because of academic or behavioral problems.

FIELD TRIP FORM

(This must be copied if the original form is misplaced.)

Dear Parent/Guardian:

Your child is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees and/or volunteers from Our Lady of Grace School.

Name of Event: _____

Destination: _____

Supervisor of Activity: _____

Date of Departure: _____ Time of Departure: _____

Time of Return: _____

Method of Transportation: _____ Bus _____ Cars

Student Cost: _____ Return this form and money by: _____

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, _____ in the event described above. I understand that this event will take place away from the school grounds and that my child will be under supervision of the designated school employee or adult volunteer on the stated dates. I further consent to the conditions stated above on participation of this event, including the method of transportation.

Parent/Guardian Signature

Parent/Guardian Printed Name

Date: _____

____ I am able to chaperone

FINANCIAL RESPONSIBILITIES

- A. Non-refundable Fees – All fees paid to Our Lady of Grace School are non-refundable.
- B. Instructional Fees – The instructional fee covers the rental of hard-covered books, workbooks, art supplies, student insurance, and other materials used by the teachers during the school year. These fees are paid in full in August and are non-refundable. The technology fee is used to provide for materials, software, and updating the computer lab.
- C. Christmas Party – Each child is assessed for a Christmas party organized by the room mothers. The monies cover a hot lunch for the day and a small Christmas gift for the child. This fee is found on the family instructional fee bill. The Home and School Association determine this fee.
- D. Library Fines – Fines begin after the fifth school day of the date stamped on the book.
- E. Lunch Orders – A hot lunch is provided for students from JA FOOD SERVICES. Lunch menus and order forms are distributed each month. Orders and payments for lunches are made on a monthly basis. Payments must be made by check only.
- F. Registration Fee – The school charges a non-refundable registration fee that is deducted from the tuition bill for the coming school year.
- G. Tuition – Parents are expected to honor the tuition plan they agree to on instructional fee payment day. Failure to honor the agreement may result in removal of the student from the school and the withholding of the student's records and report card until all financial obligations are met. Monthly payments are due by the 15th of each month. Delinquent payments will result in late charges, withholding of student reports, or removal of students from OLG as outlined in our OLG school policy 205 (see in back of handbook). If a family leaves a school and does not pay the balance of tuition, another Catholic school in the Diocese may not accept the student until tuition is paid in full. If a family leaves a school and does not pay the balance of tuition, the school need only send the health records to the public school. Grades and test scores do not have to be sent to the public school until the balance is paid. Verbal confirmation of grades may be given.
- H. Milk Fee – Milk may be purchased for the entire year on Book Payment Day.
- I. T.R.I.P. Program – A program of buying gift certificates in order to reduce the amount paid for tuition.
- J. Delinquent Fees – All tuition and fees (H.S.A. fund raisers, lunch fees, library fines, etc.) must be paid on time. Delinquent fees will result in the withholding of report cards and school records.

Our Lady of Grace School Wellness Policy

Our Lady of Grace School is committed to providing an environment that supports healthy eating and physical activity that promotes a healthy student.

- Parents, teachers, and the food service professionals will be engaged in monitoring and reviewing our wellness policy.
- Students in grades K-8 will have opportunities to be physically active on a regular basis through physical education classes and organized sports.

- Lunch programs shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Students will be provided a clean, safe and pleasant dining area.
- School will provide nutritional educational and physical education to foster lifelong habits of healthy eating and physical activity.

School Wellness Administrative Regulations

We are committed to providing a school environment that enhances learning and development of lifelong wellness practices. To this end, the following will be implemented:

School Meals

- Meals served through the National School Lunch and Breakfast Programs will:
 - Be appealing and attractive to children
 - Be served in clean and pleasant settings
 - Meet, at minimum, nutrition requirements
 - Established by local, state, and federal statutes and regulations
 - Offer a variety of fruits and vegetables
 - Serve only reduced fact (2%), low-fat (1 %) and fat free milk and nutritionally equivalent non-dairy
 - Alternatives (to be defined by USDA), and
 - Ensure that half of the served grains are whole grain

Breakfast

We encourage that all children have breakfast to meet their nutritional needs and enhance their ability to learn.

Free and Reduced Meals

We will make every effort to eliminate any social stigma attached to and prevent overt identification of students who are eligible for free and reduced price school meals or milk.

Meal Times and Scheduling

- Students will have adequate time to eat their lunches
- Students will have access to hand washing or hand sanitizing before they eat meals or snack

Staff Development

As part of our commitment, we will provide continuing education in nutritional choices and information on tooth decay risk. Cafeteria workers are trained and support cafeteria workers trained according to their level of responsibility.

Sharing of Foods and Beverages

Given concerns about food allergies and other restrictions on some children's diets, we will discourage students from sharing their foods or beverages with one another during meal or snack times. Students will not be allowed to have pop. Students will not be allowed to purchase extra food items.

Portion Sizes:

Limit portion sizes of foods and beverages sold individually to those listed below:

- One and seventy-five hundredths (1.75) ounces for chips crackers, popcorn, cereal, trail mixes, nuts, seeds, dried fruits, or jerky.
- There is no portion limit if the food item contains not more than two hundred ten (210) calories.
- Two ounces for cookies and cereal bars;

- Three ounces for pastries, muffins, and doughnuts, and other bakery items
- Three fluid ounces for frozen desserts, including ice cream
- Eight ounces of non-frozen yogurt
- Twenty fluid ounces for beverages
- The portion size of a la carte entrees and side dishes, including potatoes should not exceed the portion of the same entree item or side dish item that is served as part of the school lunch

Snacks

Snacks served during the school day, including room parties, should make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Healthy snack items are encouraged instead of cup cakes, etc. Snacks should following the above portion size regulations.

Nutrition Education and Promotion

Through the physical education class and health classes teachers will stress the importance of healthy eating and physical activity.

Promote fruits and vegetables for snacks and parties. Emphasize caloric balance between food intake and energy expenditure.

Communication with Parents

Our school will encourage organizations to support healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages.

Physical Activity Opportunities and Physical Education

All students in grades K-8 will receive physical education classes. A certified physical education teacher will teach all physical education.

Daily Recess

All elementary school students (K-5) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged to have moderate to vigorous physical activity.

Physical Activity Opportunities

Students in grades 5 through 8 are offered the opportunity to participate in school-sponsored sports. This program offers a range of activities that meet the needs and interest of a variety of sports for both boys and girls.

Monitoring and Policy Review

The principal will ensure compliance with established school policy for nutrition and physical activity as part of our wellness policies.

Our Lady of Grace School Wellness Policy Recommended Treats

Here are a few suggestions for treats for birthday or parties. We ask that each serving be no more than 175 calories. We ask that treats do not include peanuts, due to allergies.

The classroom teacher should receive a note three (3) days in advance of the treat.

The following are suggestions; we are not endorsing any particular company, but using their nutritional information as an example.

- Any of the snack packages mark "100" per bag. (These are available in cheese crackers, cookies, pretzels, etc.
- Frozen fruit bars (usually these are 40 to 60 calories) McDonald's Fruit and Yogurt Parfait (no granola) Dip n Dots - ice (not the ice cream)
- Fresh fruit with low fat dip
- Veggie trays - fruit kabobs
- Salsa and baked chips
- Animal crackers
- Make wraps with fruit, etc.

There are helpful snack ideas on the Internet.

IDENTIFICATION

Parents are asked to use name tapes or some form of permanent identification on all clothing and supplies the students bring to school.

INSURANCE

The Student Athletic Protection, INC covers all students. The premium is set by the company and is included in the school instructional fee bill. This coverage is for medical bills resulting from accidents occurring at school or a school-sponsored function. An accident is defined as an unexpected, sudden and definable event, which is the direct cause of bodily injury, independent of any illness or congenital predisposition.

This plan is supplemental coverage and payment is made only after payment has been made by the primary carrier.

Accidents must be reported to the school within twenty days. Treatment must begin within 60 days of the accident. Claim forms must be submitted within 90 days of treatment.

TO COMPLETE AN ACCIDENT CLAIM FORM:

1. Complete all blanks. If the information is not available, indicate the reason it is not.
2. Attach all ITEMIZED BILLS (not balance due statements) for medical expenses only.
3. Include all work sheets, denial and/or statements of benefit from your primary carrier. Each charge must be processed by your primary carrier before it can be processed by Student Athletic Protection, INC.

4. If you are employed and no coverage is provided by your employer, a LETTER OF VERIFICATION from your employer stating that no coverage is provided must be submitted.
5. Mail within ninety days of the accident to:

Student Athletic Protection, INC.
3207 Stadium Drive, Suite #7
Kalamazoo, MI 49008-1500

Failure to follow the above procedures will result in holding the claim up and possibly of sending the parents' bills into a collection agency. Do not ignore delinquent notices when they are sent! Notify the school office 838-2901 immediately when such notices have been received so they can be properly taken care of. Often times, a simple phone call to the insurance company by the school office can clarify the problem and resolve the claim to the benefit of all parties concerned. Please follow these guidelines.

HONOR ROLL

Students in grades six through eight achieve "Honor Roll" distinction if they achieve the following for all subject areas that include:

Religion	Math	Computer	Music
Reading	Science	Health	Art
English	Soc. Stud.	Phys. Ed.	Spelling

Honor Roll students must meet the following criteria:

A Honor Roll – High Honors

- All A's in all subjects
- All A's in conduct and effort

A/B Honor Roll – Honors

- All A's and B's in all subjects
- All A's and B's in conduct and effort

Honor Roll Criteria for Grades 3-5

Students in grades 3-5 achieve "A Honor Roll" distinction if they receive all A's or S's in the major subject areas on their report card. They achieve "A/B Honor Roll" distinction if they receive A's, B's, and S's in the major subject areas on their report card.

NATIONAL JUNIOR HONOR SOCIETY

Our Lady of Grace School is proud to recognize students in our Chapter of the National Junior Honor Society. The Our Lady of Grace Chapter of the National Junior Honor Society (NJHS) promotes appropriate recognition for students who show outstanding accomplishments in all the areas of scholarship, character, service, citizenship, and leadership both inside the classroom and out. The purpose in inducting new members into this society is to honor all students who demonstrate excellence and outstanding performance in all these five areas as well as to provide further service to the community.

The Our Lady of Grace NJHS is open to all eligible students enrolled at OLG School in grades 6 (second semester), 7 and 8. All students with a grade point average of 88% or better and who meet all the criteria, will be eligible to seek membership. The following time-line will be implemented for all students seeking admission to the NJHS.

- September: All middle school students will be informed of the goals and purpose of the National Junior Honor Society at Our Lady of Grace School during the second week in September. An explanation of criteria for membership as well as guidelines and procedures for membership will be presented. An information packet with membership and selection procedures will be distributed to all middle school students at the time. Students will be required to provide information to be used to support their candidacy for membership.
- February: Students who meet all the criteria to be eligible for membership in the NJHS will be informed of their status no later than February 10th and will be given the opportunity to take part in the selection process. Students will have until March 10th to complete the necessary forms.
- March: All forms must be submitted to the Faculty Adviser through the school office in a sealed envelope no later than March 10th. The Faculty Adviser will review the candidates' forms for accuracy of completion. Students whose forms are incomplete will be contacted and will have three days to resubmit their forms for review. All candidates' forms will be handed over the Faculty Council for review during March.
- April: Selection for membership to the chapter is based on outstanding scholarship, citizenship, character, leadership, and service. Selection will be determined by a majority vote of the Faculty Council and will be announced in April. Induction of new members to the NJHS will take place in late April or early May. Any appeals of the selection for membership must be made in writing to the Faculty Advisor not later than three days after membership is announced.

Membership in the National Junior Honor Society is based on the qualities of character, leadership, service, and citizenship as well as scholarship and is a privilege, not a right. Membership is both an honor and responsibility. Students selected to membership in the National Junior Honor Society are expected to continue to demonstrate the highest standards of those qualities required for admission. Once enrolled, members are expected to attend the necessary meetings called for by the Faculty Adviser and to perform both individual and chapter service projects during the year.

A copy of the Our Lady of Grace National Junior Honor Society criteria and guidelines is available from the school office upon request.

LUNCH TIME DIRECTIVES

- A. All students are to eat lunch in their classrooms, sitting at their desks. A plastic covering or tablemat must be on the desk during the lunch period. No food or drink is taken outside during the lunch period. In an emergency, students must ask permission of a playground supervisor to use the restrooms during their lunch period.
- B. Milk may be purchased for the entire year during Book Payment Week. Applications for free milk may be requested through the school office.
- C. Lunches should be brought in bags or lunch boxes, indicating the student's name, grade and homeroom number. "Fast Food" lunches are not allowed.
- D. All students are expected to stay at school during the lunch period. If it is necessary for a student to leave the school grounds during the lunch period, a written excuse must be presented from the parents to the principal and teacher.
- E. After lunch all students are expected to play outside until the bell rings. Students may not stay indoors during the lunch hour unless the school is given a written notice from a doctor stating that the child is unable to go outside for medical reasons.
- F. Students are to play in their assigned areas during the lunch period. When the bell rings to end the lunch period, all students are to walk to their assigned places and wait quietly for their teachers before entering the building.
- G. The playground supervisors are at school to ensure the students' safety on the playground. They are to be respected and obeyed at all times. It is presumed that students know the proper behavior expected on the playground. No activity that is potentially dangerous to the student or other students is allowed.
- H. During rainy days students will remain in their classrooms. On very cold days students may be expected to go outside for a few minutes for fresh air; therefore, students should always come to school dressed properly. Students will remain inside if the temperatures and/or wind chill is below 15 degrees.
- I. Students are issued playground notices when they engage in inappropriate behavior/language at lunchtime. Such notices are sent home with the child and must be signed by both parent/guardian and child and returned to the school office on the following school day. With the third such notice, a student serves one week of lunch hour detention, and will not be allowed to participate in the regular lunch hour activities with classmates.

PROMOTION/RETENTION/CONTINUATION WITH CLASS

- A. Students who have fulfilled the requirements of the grade level are promoted to the next grade at the end of the school year.
- B. Students who do not meet grade requirements may be retained or be placed in the next grade. If retention is indicated, the parents will be notified at a scheduled conference with the teacher before the end of the third quarter.
- C. In Grades 6-8, a student must have accumulated 24 points in the given year in order to be passed on to the next grade. Points (A=4, B=3, C=2, D=1) are awarded for each letter grade earned in Religion, English, Literature, Math, Science, and Social Studies. Failure to maintain the "D" average will result in the

designation on the report card that the student is retained or placed in the next grade rather than “is promoted”.

SAFE ENVIRONMENT PROGRAM

Criminal background checks are required of ALL who have contact with children in any way. In addition and in conjunction with the Bishop’s *Charter for the Protection of Children and Youth*, Our Lady of Grace School requires that all those who work with or come in contact with children or work in an environment where children are present must attend a safe environment workshop.

All parents who serve as coaches, scout leaders, chaperones, room parents, leaders of extracurricular programs, etc. or volunteer in any capacity are required to take part in the VIRTUS training program “Protecting God’s Children.” This three-to-four hour workshop includes training relating to the prevention, identification, response, and reporting of child sexual abuse. The program also includes continuing on-line education as an important part of the training. Information regarding this program may be found at www.virtus.org.

The safe environment workshop is offered at various times during the year at Our Lady of Grace School and Parish as well as at various other parishes throughout the area. Times and places of the workshops are published regularly in our school bulletin, parish bulletins, and in the Northwest Indiana Catholic newspaper. Parents are required to show proof of participation in this workshop in order to assist in school or with any school/parish program involving children.

Students in all grades also take part in a personal safety program called Child Lures. The Child Lures School Program teaches students life skills and prevention strategies that protect children from exploitation, abduction, Internet crimes, drugs, and violence.

SCHOOL LIBRARY

- A. Our Lady of Grace School has a well-equipped library for student use. Classes may go there on a weekly basis.
- B. Students are expected to conduct themselves in an orderly and quiet manner while in the library.
- C. The library hours are 8:30 a.m. until 2:20 p.m. on scheduled days.
- D. Students are not permitted to check out more than three library books at one time.
- E. Books are considered overdue after the fifth school day of the date stamped on their book. A \$.10 fee is assessed per day, per book after this time. Students need not wait until their regularly scheduled visit to return late books. Students will not be allowed to check out books if they owe a fine.
- F. Students who are absent on the day their book is due should return it as soon as they come back to school.
- G. Encyclopedias do not leave the school library.

SCHOOL PARTIES

Our Lady of Grace School students have an annual Christmas Party arranged by the Home & School Association. This is a privilege that can be denied a student.

Parents help supply classroom treats when requested by the classroom teacher. Treats should be limited to a small snack only and must comply with the School Wellness Policy.

Birthday treats must be dropped off in the morning and are to be limited to a lunchtime snack or a wrapped treat to be taken home. Arrangements should be made with the teacher ahead of time. All treats must comply with the School Wellness Policy.

SCHOOL SUPPLIES

(Available for purchase in the school office, while supplies last.)

Assignment notebooks.....	\$4.00
Erasers.....	.35
Erasers – pencil top.....	.25
Lunch placemat for desk.....	1.00
Pens – red/blue ball point.....	.50
Pencils.....	.25
Pencil grips.....	.50
Rosaries.....	.25
Writing Journals (Gr. K-2).....	\$2.00

STUDENT RECORDS

Parents and students have the right of access to their official records. Parents/guardians who wish to view their records must request it in writing and give the administration 24 hours notice. Non-custodial parents also have this right, unless a court order has been issued to the contrary. It is the custodial parent's responsibility to provide the school with an official copy of the court order. Parents may request in writing that statements in the permanent record be changed or deleted. The school reserves the right to honor or not honor the request. Non-custodial parents who wish to receive school correspondence are asked to supply the school with stamped, self-addressed envelopes at the beginning of the school year so that school notices and communications may be forwarded to them.

TECHNOLOGY USE AGREEMENT

Catholic schools are using new technologies and electronic resources to enhance student learning and to provide quality education for all students. At Our Lady of Grace School the use of computer hardware and software is a privilege and not a right. Inappropriate use will result in cancellation of these privileges. When using the hardware and software, the physical care of computer equipment is the responsibility of the student. Abuse or damage of computer hardware and/or software may result in removal from the class and/or unwanted financial obligation for which the student's parents or guardian may be responsible. Prior to using a computer, the student is responsible to make sure that the computer is in appropriate condition. The student is also responsible to make sure that the computer is left in an appropriate condition as determined by the teacher.

RULES AND CODE OF ETHICS

As a computer user at Our Lady of Grace, I agree to follow the rules and code of ethics:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that copyright laws protect software, therefore, I will not make unauthorized copies of software and I will not give, lend or sell copies of software to others. I understand I will not be allowed to bring software applications, games or CD-ROM's from home to be used on school equipment without prior permission of my teacher and the computer coordinator.
3. I will not copy, change, read or use files from another user without prior permission from that user; I will not copy other people's work and claim it is mine; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communication.
4. I understand the use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary actions.

The school reserves the right to seek financial restitution for any damage caused by a student or other user. The Technology Committee will deem what is inappropriate use, and their decision is final. The Technology Committee may deny access at any time as required. The administration, faculty and staff of the school may request the computer coordinator to deny, revoke or suspend specific user privileges. Violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators are subject to loss of computer privileges

STUDENT:

I understand and will abide by this Technology Use Agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action initiated.

PARENT:

As the parent or guardian of this student, I have read the Technology Use Agreement. I understand that computer use is designed for educational purposes. Furthermore, I accept full responsibility for the actions of my child's use of technology resources. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed the above information with my child.

OUR LADY OF GRACE SCHOOL TECHNOLOGY USE POLICIES

The following policies apply to the use of all computers at Our Lady of Grace School:

1. Students must have their teacher's permission to use a computer.
2. No equipment, (hardware or software) may be brought into the Computer Lab or loaded on a computer without prior permission of the teacher and the computer coordinator.
3. No food or drink is allowed in the Computer Lab.
4. When entering the Computer Lab go quietly to your workstation.
5. Good typing posture should always be followed. Sit up straight. Feet flat on the floor. Fingers curved. Wrists up.
6. Keep feet flat on the floor. Do not move the desks.
7. Press gently on the keyboard. Do not pound or bang on the keys.
8. Do not modify or change any system settings. Leave the screen and settings as you find them.
9. When putting a disk in the disk drive, have the label side up and put it in gently. Do not force it in.
10. Before leaving the workstation, remove the floppy disk/CD-rom from the disk drive and put it next to the computer.
11. Students must have prior permission from their teacher and the computer coordinator before removing any hardware or software from the computer lab.
12. When it is time to leave the Computer Lab, students must be sure the work area is clean and chairs are pushed in. Students are to leave the lab following the normal exiting procedures.
13. If students are not sure what to do or how to do it, they are to ask their teacher or the computer coordinator.

INTERNET USE POLICY:

1. Acceptable Use – The purpose of the Internet at Our Lady of Grace School is to support educational activities and enhance student learning by providing access to unique resources and provide the opportunity for collaborative work. Students may use the Internet only for approved activities. Internet access at OLG is limited strictly to educational research and must be consistent with the philosophy of OLG. Students using the Internet must have permission of and be supervised by an appropriate faculty member. The Internet is a part of OLG's technology and electronic resources and users must abide by the Technology Use Agreement. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, *but is not limited to*: copyrighted material, threatening, pornographic or obscene material or material protected by trade. OLG will take precautions to restrict access to controversial material.
2. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges.

3. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, *but are not limited to* the following:
 - a. Be polite. Do not get abusive in your messages to others
 - b. Use appropriate language. Do not swear or use any other inappropriate language. Illegal activities are strictly forbidden
 - c. Do not reveal any personal information (i.e. your address or phone number etc.) or that of any other student, teacher or person. Messages relating to or in support of illegal activities may be reported to the authorities.
 - d. All communications and information accessible via the Internet should be assumed to be private property and should be cited properly when used in research, reports, presentations, etc.
 - e. Do not under any circumstances purchase or sell any goods and/or services via the Internet. In the event this is done, the User is personally responsible for any financial or legal obligations.
 - f. Do not upload, download or gain access to any unauthorized material.
 - g. The Computer Coordinator and/or teacher may review data and communication files to maintain system integrity and ensure that students are using the system appropriately.
4. Warranties – OLG makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of any information obtained via the Internet is at your own risk. OLG specifically denies any responsibility for the accuracy or quality of information obtained through its services. OLG does not accept responsibility for a User's participation in activities involving money.
5. Security – Security on any computer system is very important. If you feel you can identify a security problem on the Internet, you must notify a faculty member, do not demonstrate the problem to other users. Do not use another individual access without written permission from the individual. Attempts to log onto the Internet with another person's ID without permission will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
6. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, damage or destroy hardware, software or data of others.

TESTING

- A. The Diocese of Gary Schools testing program is followed.
- B. ISTEP (Indiana Statewide Testing for Educational Progress) tests are administered according to the directives from the State Department in grades 3-8.
- C. Students in grade 2 take the Terra Nova Achievement Test.
- D. Cognitive Abilities Tests are administered to students in grades 3 and 6.
- E. Parents receive test results as soon as they are available.

VISITORS

Visitors are welcome at the school. Visitors enter by way of Southeast door by using the buzzer for admittance. There must be prior notice of a visit made by other children. All visitors must sign in at the office and receive a visitor's pass. All parents are expected to check in at the school office and obtain a visitor's pass. This is also true if a visitor goes on the playground at lunchtime. For the protection of all children, we ask every visitor obtains a pass whenever entering the building (before, after, and during school hours).

VOLUNTEERS AND SCHOOL ORGANIZATIONS

A. Home and School Association

Mission Statement

Our goal is to develop understanding, participation, and community with the parents of OLG students. We will create a greater appreciation of Catholic education. We will assist in the physical development of the school in a variety of ways, which would include fund-raising, and the volunteering of our time. We will try to offer informational programs geared toward the interest of the parents. We will support our principal and pastor to bring our school successfully into the new millennium.

The Home and School Association (HSA) coordinates volunteer staffing for HSA sponsored fund-raisers and events as well as for school activities on special occasions. All parents are members of the Our Lady of Grace School Home and School Association; therefore, all parents/guardians are strongly encouraged to actively participate in the organization and assist with its efforts. Meetings are held four times throughout the school year. The exact dates are published in the school calendar.

Volunteers

Volunteer assistance from parents is vital for the successful operation of Our Lady of Grace School. Because tuition does not cover the cost of educating each student at Our Lady of Grace School, fundraisers are a necessary part of our budget.

Family Participation Program (Volunteer Hours):

10 hours per family for the school year: If it is not possible to contribute 10 hours to the school, there is the option of a \$200.00 contribution. If the contribution is opted, full payment (\$200.00)/family is due no later than October 1, 2009.

Each family will be responsible for arranging and carrying out their own 10 hours of service. A Volunteer Record form will be available to record hours and will be required to be submitted appropriately.

Attending meetings will not count toward the family participation volunteer hours. Hours cannot be prorated.

(SEE ADDENDUM #1 (added: 11/11/2009)).

** Anyone who is a member of the Home & School Board, the School Board or subcommittee of the school board, or Chairs a school event will automatically have fulfilled their 10 hours of participation. **

Our Lady of Grace School Home and School Association assists with various fund-raisers throughout the year. The HSA maintains responsibility for major fund-raising events that provide revenue for both school improvement and for minimizing tuition cost increases. Moreover, the annual school budget includes an expected amount of at least \$20,000 from the Home and School Association as part of its yearly operational costs.

Family Fundraising Commitment:

Each family is required to raise \$200.00 for the school year; Fall Raffle (Oct.) - \$100.00 per family
Spring Raffle (Mar.) - \$100.00 per family

The money must be raised by selling/buying raffle tickets for the above-indicated events.

If no participation is opted, a non-participatory contribution of \$250 is due by October 1st.

The option to pay the Family Participation Fee (\$200.00) and Family Fundraising Commitment (\$250) will be accepted during Book Payment Week in August 2009.

*If payment is not received by the end of May,
final grades will be held until payment is made in full.*

To remove the burden of monthly fundraising events/functions, we have decided, with the approval of Miss Tomko and the OLG School Board, to replace all the fundraising events with 2 mandatory raffles (Fall & Spring) during the school year.

Projection: Based on the current 130 OLG families- \$100.00/family for each raffle would generate \$26,000 as a base amount.

*The above policies are being reviewed by the School Board for families who pay the full non-parishioner tuition rate.

In addition, a Pancake Breakfast, Walk-a-thon, and other events are planned as community building activities.

At the start of the school year, a listing of HSA fund-raisers and events planned for the year will be distributed to each family. Families will be asked to identify the activities/events for which they will volunteer their help. Chairpersons of the events or room parent coordinators will call all families to notify them of their assigned duties.

Room Parent Coordinators

Each classroom will have two room parent coordinators. These two designated room parents are coordinators who serve as liaisons between the classroom teachers and the class parents as well as liaisons between the Home and School organization and the class parents.

Duties of room parent coordinators include: helping the teacher with classroom activities/projects, phone calling when required to recruit parents' help, contacting chaperones when needed, accountability for class Christmas party funds, etc. In addition, room parent coordinators are responsible for contacting parents to help out with school-wide events, fund-raisers, or other Home and School activities. Room parent coordinators are also responsible for implementing our school emergency phone-calling tree when necessary.

Room Parent coordinators assist in recruiting help for the classroom teacher and the Home and School Association when needed. They are not the parents who work every event. Our school/parish philosophy expects EACH family to contribute time and talent in some way to our school community as a reflection of their stewardship commitment.

- B. Band Parents – details of this organization are distributed by the band director.
- C. School Advisory Council – The purpose of the council is to promote the concept of lay ministry, develop ownership and stability for the future, offer financial advice, develop and defend policy, serve as public relations source, enable the principal to spend adequate time as an educational leader, provide parents/guardians with a voice in their children’s education, and encourage strategic planning.
- D. Athletic Committee – consists of parent volunteers headed by an athletic director who oversees the CYO Athletic Program and is responsible to the principal and pastor of the parish. The OLG Athletic Committee provides a safe, enjoyable sports environment that enhances the emotional, physical, social, and educational well being of all our children.
- E. Booster Club – an organization under the direction of the Athletic Committee whose purpose is to encourage, support and raise funds for the Our Lady of Grace Athletic teams.

CHILDHOOD DISEASES

CHICKEN POX – Incubation period: 2-3 weeks

Common early symptoms: skin rash with fever

Period of communicability: From 48 hrs. before the rash appears to 6 days after the onset of the rash, or until all vesicles have formed scabs or crusts.

CONJUNCTIVITIS (PINK EYE) – Incubation period: 24-72 hours (bacterial), 12 hours-3 days (viral)

Common early symptoms: Redness of the eye with tearing, irritation and may be followed with swelling of the lids and a discharge. Bacterial infections may have an ointment prescribed. There is no available medication for viral eye infections.

Period of communicability: During the course of the active infection (usually 2-3 days).

FIFTH DISEASE

Common early symptoms: begins as solid bright red eruption on cheeks (“slapped cheek” appearance). Rash frequently disappears and reoccurs for up to 6-8 weeks.

Period of communicability: Children are not contagious and may come to school with the rash as long as they do not have a fever or a sore throat.

GERMAN MEASLES – 3 DAY RUBELLA - Incubation period: 14-21 days, usually 16 days

Common early symptoms: skin rash, swollen glands at back of neck

Period of communicability: during early stages and 48 hours after

MEASLES – 10-DAY RUBELLA - Incubation period: 7-14 days

Common early symptoms: fever, cough, watery eyes, running nose, rash

Period of communicability: during early stage to 5 days after appearance of rash

MENINGITIS EPIDEMIC – Incubation period: 2-10 days, usually 7 days

Common early symptoms: headache, fever, vomiting, pain or stiffness in the neck or back

Period of communicability: from onset of illness until clinical recovery

MUMPS – Incubation period: 12-21 days, usually 18 days

Common early symptoms: fever, painful swelling under jaw or in front of ear

Period of communicability: from 2 days before onset until swelling of glands has subsided

SCARLET FEVER – Incubation period: 1-3 days

Common early symptoms: fever, sore throat, pinkish-red fine rash usually appearing first on the chest and then spread to other body parts

Period of communicability: Transmissibility usually terminated within 24-48 hours if treated. If untreated, 10-21 days

STREPTOCOCCAL – Incubation period: 2-5 days

Common early symptoms: vomiting, fever, sore throat with or without rash

Period of communicability: until clinical recovery

WHOOPIING COUGH: PERTUSSIS – Incubation period: 7-21 days

Common early symptoms: cold, cough, whoop

Period of communicability: 10-14 days from onset to fourth week of disease

HEALTH-RELATED: LICE – Incubation period: 8-10 days

Common symptoms: itching of the scalp and behind the ears

Period of communicability: as long as lice or nits (eggs) remain on the scalp. The child must be nit-free to return to school.

KINDERGARTEN SUPPLEMENT

Kindergarten is one of the most important school years. The ages five and six are crucial years. They are known by psychologists as the ‘habit forming’ years because more lasting habits are formed during this period than at any other time. It is the time when a child’s motivation to learn is at its highest. This combination of enthusiasm and ability that is characteristic of the kindergarten child is rarely equaled in subsequent years.

The Catholic school is a place for the child to be valued for who he/she is. The setting should be such that the child is encouraged and helped to develop in all phases of growth. Human potential is so promising that each individual deserves the opportunity to realize his unique potential. Believing that the Christ Child is represented in each child gives each the right to be loved and treated with gentleness and respect. The Catholic program should try to develop in its students God’s presence in their lives. The main goal of Christian educators must be to educate the whole person using Christ’s teachings as the center of the program.

A. INSTRUCTIONAL INFORMATION

1. Half-Day sessions: 7:45 – 10:55
2. Full Day session: 7:45 – 2:30
3. Refer to the Kindergarten Handbook for detailed information on curriculum and academic programs.

B. DRESS CODE

1. Kindergarten children are required to wear dress clothes. Blue jeans are not permitted. Tennis shoes are permitted.
2. For the first days of school, the kindergarten students are to wear an identification tag indicating their full name, address, teacher, and grade.
3. Sweats/shorts will be worn to school on your child’s designated gym day.
4. No jewelry (watches, necklaces, bracelets, rings, etc.) is allowed.

C. AGE REQUIREMENTS

1. Child must be five (5) years old on or before August 1st of the year the child seeks entrance.

D. GENERAL INFORMATION

1. Teach your child to say his/her full name, parents' name, address and telephone number clearly.
2. Find out the teacher's name and be sure your child knows it also.
3. Be sure the teacher and principal have phone numbers where you may be reached during the day and /or the phone number of a relative/neighbor who can locate you in case of any emergency.
4. Place money for school items or for other reasons in an envelope and write the child's name, teacher's name, and the purpose for which the money is sent on the envelope.

School Policy 101: Student Medication Administration

Students are not permitted to have prescribed or over-the-counter medications with them while in school. All medications must be contained in their original packaging and are to be brought to the school office upon entering school.

Medications shall be administered in complete conformity with IC 34-4-16.5-3.5. The school nurse or a school employee designated by the principal shall administer all medications.

Written permission from the parent and/or guardian shall be required for the administering of over-the-counter medication. Written permission from the parent and a written order from the practitioner treating the child are needed for prescribed medications to be administered. All permission forms shall be supplied by Our Lady of Grace School and must contain the following information:

1. Name, date of birth, and social security number of student.
2. Name, address and telephone number of the practitioner (applies to order forms for administering prescription medication).
3. Name of medication.
4. Dosage to be given.
5. Amount and time to be given (example: 250mg capsules – 2 capsules 4 times a day).
6. Length of time to be given (example: 1 month).
7. Signature of parent/guardian and/or practitioner.

All medication written orders from practitioners and permission forms from parents are to be renewed yearly and are to be kept on file at the school office.

The parent/guardian is solely responsible for having their child who is to receive the medication come to the Our Lady of Grace School office and have the medication administered. Our Lady of Grace School Personnel will not seek out any child to administer that child's medication. All medication shall be administered only at the Our Lady of Grace School office.

The parent/guardian is responsible at the end of the treatment for removing from the school any unused medication that was prescribed for the child. If the parent does not pick up the medication by the end of the school year, the medication will be discarded in an appropriate, safe manner in the presence of a witness.

Approved: 1-20-9

OLG School Policy 102: Student-Search Policy by Law Enforcement Officers

The taking of statements from students and the search of their persons and things by law enforcement officers at Our Lady of Grace raise serious constitutional issues. This policy seeks to balance the individual and constitutional rights of the student against the rights of society at large to enforce the law.

It is therefore the policy of Our Lady of Grace School that statements may be taken from students by law enforcement officers or searches made of students and/or their persons and things by law enforcement officers only if the constitutional rights of the student or students sought to be interrogated or searched are properly waived pursuant to IC 31-6-7-3 which provides as follows:

(a) Any rights guaranteed to the child under the Constitution of the United States, the Constitution of Indiana, or any other law may be waived only:

- (1) By counsel retained or appointed to represent the child, if the child knowingly and voluntarily joins with the waiver.
- (2) By the child's custodial parent, guardian, custodian, or guardian ad litem if:
 - (A) That person knowingly and voluntarily waives the rights;
 - (B) That person has no interest adverse to the child;
 - (C) Meaningful consultation has occurred between that person and the child; and
 - (D) The child knowingly and voluntarily joins with the waiver.

(b) The child may waive his right to meaningful consultation under subdivision (a) (2) (c) if he is informed of that right, if his waiver is made in the presence of his custodial parent, guardian, custodian, guardian ad litem or attorney, and if the waiver is made knowingly and voluntarily.

Approved: 1-20-93

OLG School Policy 103: Student – Search by School Personnel

Only the school principal shall be permitted to take statements from or perform searches regarding students at Our Lady of Grace School. Any and all statements taken must be taken by the principal in the principal's office. The principal may take a voluntary statement from a student without the parent and/or guardian being present and without the student waiving his or her constitutional rights.

The principal may search the student's coat, coat room area where the student hangs his or her coat, desk, locker (if any), and book bag. The principal may ask the student to empty the student's pockets. The principal may not search the student's person. All of the above search activities may be accomplished by the principal, in the presence of another adult, without the presence or consent of the student's parent and/or guardian. In the event the principal is absent from the building, the principal may designate another to carry out policy.

Approved: 1-20-93

OLG School Policy 104: Student – Child Protection Service Investigations

It is the policy of Our Lady of Grace School to follow the provisions of IC 31-6-11 regarding the reporting and investigation of child abuse. All Our Lady of Grace School personnel are under an affirmative statutory duty to report to the appropriate statutory authorities if there is any reason to believe that a child in attendance at Our Lady of Grace School is the victim of child abuse or neglect. In addition, pursuant to law, the principal shall be notified of any such report.

All Our Lady of Grace School personnel shall render every possible assistance to any child protection service investigators and/or law enforcement officers who are investigating a report of child abuse or child neglect regarding a student at Our Lady of Grace School.

Approved: 1-20-93

OLG School Policy 105: Student – Discipline Policy

Our Lady of Grace School shall outline a course of action for ordinary and extraordinary discipline problems. Due process shall be afforded each student.

Approved: 3-18-93

OLG School Policy 106: Student – AIDS Non-Discrimination Policy

AIDS has been with us for some years now. The spirit of Christianity and the laws of the State and Federal government are quite specific. One cannot discriminate against anyone because of race, origin, color or disability.

Should someone attend Our Lady of Grace School that has contracted AIDS, their anonymity is guaranteed by law and their identity cannot be disclosed.

In view of the above items and OSHA safety standards, all employees and students of Our Lady of Grace School will be instructed annually on how to safely dispose of body fluids. Disposal kits containing rubber gloves, designated disposal bags, and disinfectants will be located at various locations within the school.

We will give all our Christian assistance in prayer and in deed to assist the afflicted.

Approved 11-22-93

OLG School Policy 107: Student – Pregnancy Policy

The Our Lady of Grace School community will support any female student who finds herself pregnant. She will be encouraged to give birth to her child and every effort will be made on the part of the school to help the young female student continue her education.

The school administration will support the families of both the male and the female students involved in seeking appropriate counseling.

Approved: 11-22-93

OLG School Policy 201: Administration – Class Size

Kindergarten – Full day class with half-day option: Desired class size – 30 students
(Part time aid if enrollment exceeds 25)

Grades 1-8 – Desired class size – 30 students

Enrollment priority will be given to children of present school families who have met registration deadlines. A waiting list will be formed when individual grades are closed. New registrations and present families who do not meet registration deadlines will be added to the waiting list in order of registration. A new class will be formed only when the number of enrolled students and the number on the waiting list warrant another class as determined by the finance committee.

The policy shall be used to guide the administration in determining class size taking into consideration variable factors in order to allow for responsible stewardship. Approved: 6-99

OLG School Policy 202: Administration – Kindergarten Age Requirements

A student must be five (5) years old on or before August 1st of a given year in order to register for the fall term in Our Lady of Grace Kindergarten.

Approved 1-20-93

OLG School Policy 203: Administration – Our Lady of Grace Diplomas

Any student who is in attendance at Our Lady of Grace School at the end of his/her eighth grade year is eligible for a diploma from Our Lady of Grace School.

Student failure during any given year which results in repetition of a grade level or being ‘assigned’, as opposed to being promoted, to the next grade will not constitute reason for denial of an OLG diploma. The report card and permanent record card will indicate that the student has not met the academic standards for a given year.

Approved: 3-18-93

OLG School Policy 204: Administration – Admissions Policy

Our Lady of Grace School is open to all students desiring a Catholic education within the limitations of class size as determined by the Administration. Consideration for admission to Our Lady of Grace School is given as follows:

FIRST, to children of families already registered with Our Lady of Grace School/Our Lady of Grace Parish.

SECOND, to children of families in OLG pre-school.

THIRD, to children of families registered in a Catholic parish that does not have a parish school.

FOURTH, to children of families registered in another Catholic parish with a parish school with the permission of their pastor and approval of the pastor of Our Lady of Grace.

FIFTH, to children of non-Catholic families.

Present students must register during the announced registration time or risk being put on a waiting list and subject to a late fee.

Students who are enrolled in Our Lady of Grace School whose parents choose to withdraw them from the school are not permitted to re-register in subsequent years without approval of pastor and principal.

Admission to Our Lady of Grace School shall be without regard to race, color, national origin, sex or disability.
Approved 4-23-97

OLG School Policy 205: Administration – Tuition Payment Policy

Prompt payment of tuition is expected in order that Our Lady of Grace School may run as efficiently as possible. Families who choose the monthly plan are expected to have the payment at the school office by the 15th of the designated months, September through April. The August tuition payment is due on Instructional Payment Day.

Families are invited to make known to the school administration any financial problems they may incur during the school year, which would prevent them from keeping their accounts current.

If we have not heard from a family having financial problems, late fees, withheld reports and student removal will be assessed as follows:

Accounts having payments that are more than five working days late will be assessed \$1.00 for each late day beginning with the 16th of the month.

Accounts with payments more than 30 days late will have all student reports withheld until payment is up to date.

Accounts delinquent more than one month may be asked to remove their child (ren) from Our Lady of Grace School at the end of the next grading period.

Approved: 4-19-94

OLG School Policy 206: Administration – Parishioner Status Policy

To register as parishioner/family of Our Lady of Grace Parish:

1. One must be Catholic – verify with baptismal certificate in the Catholic faith or letter from former parish stating that the individual and/or family was an actively registered Catholic parishioner.
2. One must contribute one's gifts – time, talent and treasure – to the parish on a regular basis i.e. attending Sunday Mass, supporting the parish by active participation in ministries, and financially supporting the parish through the use of the parish contribution envelopes.

Parishioner requirements for enrolling child/children in Our Lady of Grace School to qualify for parishioner rate tuition:

1. At least one parent is a baptized Roman Catholic (verified with baptismal certificate).
2. Catholic parent(s) is registered in Our Lady of Grace Parish by January of the year the child/children are to enroll in the parish school. Catholic families that have moved into the parish are required to present a letter from the former parish verifying current active membership.
3. Be contributing financially to Our Lady of Grace Parish (weekly offering in church envelopes at the designated rate per week).

4. Child/children of Our Lady of Grace parishioners must be baptized Catholic before enrolling in Our Lady of Grace School.

To continue at parishioner tuition rate:

1. Currently registered Catholic parent at Our Lady of Grace.
2. Contributing weekly financial offering at the designated rate per week as stated on the yearly registration form.

Catholic families registered at other Catholic Parishes:

1. If a parent/family is a member of a Catholic parish other than Our Lady of Grace, the home parish must agree to pay the difference between Our Lady of Grace parishioner rate and the per pupil cost. Further, if a Catholic parish does not agree to pay Our Lady of Grace the year's subsidy then:
 - A. That student's parent/guardian will be charged the actual cost.

OR

 - B. Catholic parent may choose to join Our Lady of Grace following Our Lady of Grace parishioner requirements.

Policy effective beginning in March, 2000

OLG School Policy 207: Administration – Exclusion from School Premises

- I. Any OLG School staff member or student who is:
 - a. Eighteen (18) years of age or older who is formally charged in a court of competent jurisdiction with a felony; or
 - b. Under the age of eighteen (18) years who is formally charged in a court of competent jurisdiction with a felony or an act of delinquency which would be a felony if he or she were adult; shall be immediately removed from and remain excluded from the school premises and shall not be permitted upon the school premise until the occurrence of one of the following:
 - a. The charge or charges against the OLG school staff member or student are formally dismissed; or
 - b. The staff member or student is found not guilty of the charge or charges by a court or jury.
- II. In the event the staff member or student is adjudicated and/or found guilty, his or her status as a staff member or student shall be determined in accordance with Diocesan policy.
- III. During the time the student is removed prior to final disposition of the charge, that student shall continue to receive schoolwork for completion at home.
- IV. During the time the staff member is so removed prior to final disposition of the charge, that staff member shall continue to receive full pay and benefits.

Approved: 6-14-95

OLG School Policy 208: Vandalism

Any student who recklessly, knowingly or intentionally damages or defaces the property of any of the following:

- Our Lady of Grace School
- Our Lady of Grace Parish
- Another student, teacher, employee or staff member of Our Lady of Grace School/Parish
- Buses used by Our Lady of Grace School or Our Lady of Grace Parish
- Any other person or entity with whom the student comes into contact in activities conducted under the auspices of Our Lady of Grace School or Our Lady of Grace Parish whether on or off the premises violates the Our Lady of Grace School Student Creed and shall be subject to disciplinary sanctions as outlined in the Parent-Student Handbook. Any disciplinary sanction so imposed shall include restitution for the damage done to the property. Approved: 6-96

OLG School Policy 301: Athletics – Coaches Certification

All athletic directors and coaches involved in any CYO sporting activity must be certified through NYSCA by the fall of 1996 and each year thereafter. All coaches are encouraged to participate in this program at their earliest convenience.

Approved: 10-26-94

OLG School Policy 302: Athletics – Religious Education Students and Athletic Eligibility Policy

Registered Religious Education students will be invited to participate on OLG athletic teams under the following conditions.

The Religious Education students complete the following before they will be considered for membership on the team:

- A copy of their report card and progress reports for the school year-to-date
- May hold an interview with the principal and AD in the company of their parents (set questions determined by OLG).

To remain on the OLG team, the Religious Education student must:

- Attend Religious Education classes with no unexcused absences
- Have the mid-term and report card evaluations completed as done at OLG throughout the respective season
- Pay the insurance fee in addition to the registration fee.

The parent of the Religious Education student agrees to support the athletic fund-raisers. If these have already occurred during the given school year, the parent agrees to financially support the organization with a comparable donation to the program.

The determination of whether a Religious Education student is allowed on an OLG team rests with the principal and athletic director and director of Religious Education.

Approved: 6-14-95

**Our Lady of Grace School
Highland, Indiana
Diocese of Gary**

**BYLAWS
CONSULTATIVE BOARD**

PREAMBLE

Our Lady of Grace Elementary School is owned and operated by Our Lady of Grace Parish. The school is established to carry out the teaching ministry of the Catholic Church. As such, the religious and education work shall at all times be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese of Gary.

The Pastor has established a School Board as a “Consultative Board” as defined in *A PRIMER ON EDUCATIONAL GOVERNANCE IN THE CATHOLIC CHURCH*.

INTRODUCTION AND RATIONALE

This School Board shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional and social development of the students. The School Board, operating under the guidance of the Pastor, and in conformity with the policies of the Diocese of Gary, shall concern itself with planning and policy issues pertaining to the general excellence of Catholic education at Our Lady of Grace Elementary School.

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, this School Board shall formulate and recommend policies that will enable the school to reach its agreed upon goals.

ARTICLE I – NAME

The name of this body shall be the Our Lady of Grace School Board, (hereinafter referred to as the “Board”).)

ARTICLE II – PURPOSE AND FUNCTION

Section 2.1 – Establishment

The Board is established by the Pastor as a Consultative Board as defined in *A PRIMER ON EDUCATIONAL GOVERNANCE IN THE CATHOLIC CHURCH* (NCEA, 1987).

Section 2.2 – Purpose

The Board shall be responsible to the Pastor for:

1. Strategic planning;

2. Formulation of policies to guide planning and administration in the areas of:
 - a. Academic affairs;
 - b. Student affairs;
 - c. Faith community affairs;
 - d. Business affairs;
 - e. Development affairs.

3. Finance
 - a. Developing plans to finance the educational programs
 - b. Tuition policies in conjunction with the Parish Finance Council
 - c. Development and fund-raising plans
 - d. Annual budget—with review and approval by the Finance Council
 - e. Monitor annual budget

4. Mission effectiveness

5. Evaluation
 - a. Determining whether goals and plans are being met
 - b. Board effectiveness

ARTICLE III – RELATIONSHIP WITH OTHER GROUPS

Section 3.1 – Diocese of Gary

Regular information from the Diocese of Gary concerning Diocesan policies impacting Catholic elementary and secondary education shall be provided by the Principal as in-service to the Board. The principal shall implement Diocesan policies formulated by the Diocesan Education Commission, approved by the Bishop of the Diocese of Gary and promulgated by the Diocesan Superintendent of Schools.

Section 3.2 – Parent Organization

An officer of the parent organization, or a designated representative appointed by the Principal, shall serve as an ex-officio member of the Board. The relationship between the Board and the parent organization shall be characterized by a common vision, clarity of responsibilities, good communication and collaboration.

Section 3.3 – Faculty

The relationship between the Board and the faculty shall be characterized by mutual support, good communication and cooperation. The Principal represents the faculty to the Board. From time to time, teachers may be invited to share information with the Board on matters concerning the school. The Board shall have no role in hiring, evaluating, terminating or renewing teachers.

ARTICLE IV – MEMBERSHIP

Section 4.1 – Membership Defined

The Board shall consist of at least eight (8) but no more than fifteen (15) members appointed by the Pastor with categorical membership as follows:

- I. Parents (no more than 25% of membership).
- II. Alumni/ parents of alums.
- III. Leaders within the civic, business and professional communities.

Section 4.2 – Ex-Officio Member

An officer or a designee of the parent organization and an officer or designee of the Endowment Committee shall serve as ex officio members of the Board. In addition, the Principal shall serve as an ex-officio member of the Board and shall serve as the Board's administrative officer.

Section 4.3 – Nominations

The Board shall establish an internal policy with regard to nominations. The Committee on Board members, consisting of the administrative officer and three Board members appointed by the chairperson of the Board, shall seek out and prepare a slate of prospective Board member nominees who meet the following criteria:

Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of Our Lady of Grace Elementary School.

Availability to attend meetings and periodic in-service programs and to participate in committee work.

Ability to maintain high levels of integrity and confidentiality.

Ability to deal with situations as they relate to the good of Our Lady of Grace Elementary School.

Capacity to give witness to Christian and moral values within the school community.

Willingness to participate in and provide leadership for resource development programs for the school. It is the expectation that all Board members will financially support the school to the best of their ability, consistent with the Board's goal as presented in the annual development plan.

Section 4.4 – Exclusions

Employees of the school, other than those who serve in ex-officio positions, may not sit on the Board.

Section 4.5 – Appointments and Terms

Each Board member, other than a Board member who serves ex-officio, shall be appointed by the Pastor for a three-year term. Each ex-officio Board member shall serve only during the time he or she serves in the designated position for which they were appointed to the Board.

In order to provide for staggered terms, the initial Board members shall be divided into three groups of as nearly equal membership as possible with the term for one group of Board members expiring each year during a three-year period. Board members may be reappointed, provided, however, that no Board member shall serve more than two terms consecutively regardless of whether any such term shall be less than three years. Board members shall be eligible for reappointment after having not served on the Board for one year.

Section 4.6 – Resignation and Removal of Board Members

Any Board member may resign at any time by giving written notice to the chairperson of the Board. Such resignation shall take effect at the time specified therein.

A Board member may be removed by the Pastor if it is deemed that removal is in the best interest of the school.

Section 4.7 – Vacancy

Any vacancy on the Board may be filled by the Pastor upon recommendation of the Board chairperson and Principal for the unexpired portion of the term in the same manner as provided for in the original appointment.

Section 4.8 – Attendance

Any Board member who shall be absent from three (3) successive regular Board meetings or a total of six (6) Board meetings in a year shall be deemed to have resigned as a Board member unless reinstated with written approval of the Pastor.

Section 4.9 – Terms

Terms of appointment for Board members, other than the initial members of the Board, shall commence in May of each year.

ARTICLE V – OFFICERS

Section 5.1 – Titles/Positions

The officers of the Board shall be the chairperson, vice-chairperson and secretary. They shall be elected annually by the Board membership, subject to ratification by the Pastor.

Section 5.2 – Election of Officers

The election of officers shall take place at the annual meeting in May.

Section 5.3 – Executive Committee

The Executive Committee shall consist of the Principal serving as administrative officer and the chairperson, vice-chairperson and secretary.

Section 5.4 – Duties

The duties of the officers shall be:

- a. Chairperson – The chairperson shall preside at all regular and special meetings of the Board. The chairperson shall also preside at Executive Committee meetings at which the Board agenda and packet is prepared. The chairperson, with Board approval, shall have authority to assign additional duties and responsibilities to individual Board members.

No individual shall be eligible to serve as chairperson of the Board without having completed two years of service on the Board. The chairperson of the Board shall be required to be a practicing Catholic.

b. Vice-Chairperson – In the absence of the chairperson, the vice-chairperson shall perform all duties of the chairperson. The vice-chairperson shall also be a member of the Executive Committee.

c. Secretary – The secretary shall be responsible for keeping accurate minutes; for keeping a record of the appointment of all committees of the Board; and for all correspondence. Any of the duties of the secretary may be performed by a recording secretary who shall be responsible to and report to the secretary. The secretary shall also be responsible for keeping a permanent record of attendance, terms and committee assignments and all reports and documents related to Board activities.

The secretary, in cooperation with the Principal acting as administrative officer to the Board, shall ensure the timely distribution of Board member packets in advance of Board meetings.

d. Administrative Officer – The Principal shall serve as administrative officer to the Board. The Principal may also call meetings of the Executive Committee and shall be responsible for bringing information to the Board, including Diocesan policies and plans.

Section 5.5 – Term

The term of office for Board officers shall begin with their election in May and end with the election of their successor the following year.

ARTICLE VI – MEETINGS

Section 6.1 – Regular Meetings

Regular meetings of the Board shall be held monthly, at least nine (9) times per year.

Section 6.2 – Special Meetings

Special meetings may be called by the Pastor, the chairperson, the Principal or by written request of one third (1/3) of Board members. Written notice must be provided at least five (5) days prior to special meetings.

Section 6.3 – Annual Meeting

The annual meeting shall be held in May of each year.

ARTICLE VII – RULES OF ORDER

Section 7.1 – Consensus

As much as possible, the Board shall reach consensus on all actions.

Section 7.2 – Parliamentary Rules

Where necessary, parliamentary rules may be employed using Robert’s Rules of Order (latest copyright) as a guide. The chairperson shall appoint a parliamentarian when appropriate.

Section 7.3 – Policy Issues

Ordinarily, decisions regarding policy matters and other major issues are not made at the “first reading.” The “second reading” of the policy occurs after additional consultation and clarification no earlier than at the following meeting of the Board. At that time, the Board begins its decision-making process.

Section 7.4 – Quorum

A simple majority of the voting members of the Board shall constitute a quorum for each meeting.

ARTICLE VIII - COMMITTEES

Section 8.1 – Standing Committees

The standing committees of the Board shall be:

1. Executive Committee
2. Mission Effectiveness Committee
3. Policy and Planning Committee
4. Buildings and Grounds Committee
5. Finance Committee
6. Members Committee
7. Development Committee
8. Enrollment Committee

Section 8.2 – Committee Charges

Specific committee charges shall be adopted each year by the Board at its annual meeting. Members of standing committees shall be appointed by the chairperson of the Board. Committee chairpersons must be members of the Board, although committee members may be drawn from outside of the Board membership. The chairperson of the Board and the administrative officer of the Board shall be ex-officio members of all standing committees.

Section 8.3 – Special or Ad Hoc Committees

Special or ad hoc committees shall be established by action and approval of the Board.

ARTICLE IX – COMPENSATION

Board members shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

ARTICLE X – CONFLICT/DUALITY OF INTEREST

Any Board member having an interest in a contract or other transaction coming before the Board or a committee of the Board shall give prompt, full and frank disclosure of said interest to the Board chair prior to the Board acting on such contract or transaction. Upon such disclosure, the Board member's interest shall be presented to the full Board. The Board shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the Board determines that such a conflict is deemed to exist, such member shall not vote on, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contract or transactions.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the school, or is a director, partner, officer, or spouse of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school.

ARTICLE XI – AMENDMENTS

These bylaws may be amended only following a two-thirds (2/3) majority vote of the Board and written approval and ratification by the Pastor. Board members must receive written notice about amendments one month before the vote to amend.

Adopted and Ratified by:

Date:

Pastor

10/25/2006

STUDENT COUNCIL CONSTITUTION

ARTICLE I – NAME

- Section 1. This organization shall be known as the Our Lady of Grace Student Council.
- Section 2. It shall be associated with the principal, the faculty advisor, the Student Council coordinator and junior high students of Our Lady of Grace School.

ARTICLE II – PURPOSE

- Section 1. To promote Christian attitudes, leadership, responsibility and school spirit.
- Section 2. To encourage a spiritual, an academic, and a cultural advancement of the students.
- Section 3. To provide opportunities for service to the school, its students, Church and community.

ARTICLE III – OFFICERS

- Section 1. The officers of the Student Council shall be a president (8th grade student), vice president (7th grade student), secretary (8th grade student) and treasurer (7th grade student).
- Section 2. These officers will comprise the Executive Board.

ARTICLE IV – ELECTION OF OFFICERS

- Section 1. Qualifications – the student shall have a 2.5 grade point average and obtain the approval of all junior high teachers. Teachers' approval will be based on the student's attitude, conduct, character and leadership abilities.
- Section 2. Procedure for Election of Officers:
 - a) Elections will be open to all students in Grades 6 and 7 interested in running and who meet the qualifications stated above.
 - b) In May of each year students will be provided a self-nominating ballot upon which they will receive teachers' approval by a designated date. The Student Council coordinator will compile a list of candidates for Grades 6 and 7.
 - c) Students in each homeroom will be asked to vote secretly from the list of approved nominees for five leaders they think would be good class officers and/or representatives for the Council.
 - d) The ten students selected to run for Student Council offices will campaign for votes.
 - e) A campaign period (Election Week) of four days, beginning on a Monday and ending on a Thursday, will be followed by a general election on Friday. On the Thursday of Election Week, the candidates will present themselves to the entire junior high assembly (Grades 6 and 7), giving a speech not to exceed three minutes.
 - f) Campaign materials must meet criteria as noted in the Addendum to this Constitution and be approved by the faculty advisor.
 - g) Voting will take place on Friday of election week by secret ballot in each junior high homeroom.
 - h) All students in Grades 6 and 7 may vote for the four leaders (two 7th graders and two 6th graders) they feel are the most qualified to hold an office during the next school year.

- i) Offices will be filled in the following order by the students receiving the greatest number of votes – president, (7th grader); vice president, (6th grader); secretary, (7th grader); treasurer, (6th grader). The fifth person will serve as Alternate, and the other five students will be representatives of the Council.
- j) Votes will be counted under the direction of the faculty advisor by students chosen by the faculty advisor. Results will be posted in each homeroom.
- k) Officers will be installed at the first Mass of the next school year.
- l) The term of office for each officer will be one school year.
- m) All officers and Council members are to be examples of Christian leadership at all times as representatives of OLG School. Members who fail to do so may be removed from the Council upon the advice of the principal, faculty, and/or Council advisors.

ARTICLE V – DUTIES OF OFFICERS

- Section 1. The president shall prepare the agenda and preside over meetings. He/she shall work to keep students active and involved and will work with the faculty advisor, the coordinator, the principal and other officers.
- Section 2. The vice president shall perform the duties of the president in his/her absence. He/she shall provide encouragement and assistance for project participation and assist the president whenever called upon.
- Section 3. The secretary shall record the minutes of each meeting, keep copies of reports, records and all minutes, and handle all correspondence for the Council.
- Section 4. The treasurer shall be the custodian of all the funds of the Council. He/she will keep records on all receipts and disbursements and report on money-matters to the Council at each meeting. He/she shall take Council recommendations to the principal and coordinator on uses for money and deliver money to the school treasurer when necessary. At the end of each year the Student Council shall make a recommendation for use of leftover funds after leaving a minimum of \$50.00 to begin the following year.

ARTICLE VI – ELECTION OF REPRESENTATIVES

- Section 1. The Executive Board will be responsible for running the election.
- Section 2. In September of the new school year, students in Grade 6 will elect a total of two representatives to serve on the Council.
- Section 3. On Tuesday of the second week of school each September, nominations will be accepted in written form by the 6th grade homeroom teacher. Students can nominate themselves or someone else. The homeroom teacher will confer with each nominee to determine if he/she will accept or decline the nomination. The amended list of nominees will then become the homeroom ballot. The election will be by secret ballot.
- Section 4. Election of homeroom representatives will be held on Thursday following the nominations. Students in each homeroom will vote for one nominee on their homeroom ballot. Votes will be counted by the Executive Board. The nominee in each homeroom receiving the highest number of votes will be the elected representative.
- Section 5. The Executive Board will post results of the election in each homeroom.

ARTICLE VII – DUTIES OF COUNCIL REPRESENTATIVES

- Section 1. Council representatives shall present ideas from the students to the Council.
- Section 2. The representative shall report to their class the results of Council meetings and inform the homeroom teacher of planned projects and present the projects to the class.
- Section 3. Each representative shall serve on at least one Council Committee.

ARTICLE VIII – COUNCIL COMMITTEES

- Section 1. The three standing committees of the Student Council shall be the Publicity Committee, Social Committee and the Ways and Means Committee.
- Section 2. The Publicity Committee shall be responsible for publicizing all events, which are sponsored by the Student Council.
- Section 3. The Social Committee shall be responsible for planning the social events sponsored by the Student Council.
- Section 4. The Ways and Means Committee shall be responsible for proposing and planning the moneymaking events sponsored by the Student Council.

ARTICLE IX – MEETINGS

- Section 1. The Student Council officers and representatives are to meet at least once a month and whenever necessary.
- Section 2. The schedule for meetings will be determined at the beginning of the school year.

ARTICLE X – SOCIALS

- Section 1. Socials (dances) are a privilege of the students in the 6th, 7th and 8th grade that is renewed and reserved by good behavior, conduct and effort of the students throughout the year. All socials must have prior approval of the principal.
- Section 2. The General Guidelines of each social shall be as follows:
- a) Properly chaperoned (ratio of 1 to 8)
 - b) Proper attire
 - c) Approved entertainment (games, music, etc.) by the organizing committee
 - d) Parents bring and pick up their children at designated times. No phone calls allowed to be made for pickup that night.
 - e) Students must sign in when they arrive and may not leave the social until the event is over.
 - f) The chaperones and students clean the cafeteria after the event is over.
 - g) Social will be held between the hours of 7:00 p.m. and 10:00 p.m.
 - h) Socials are open to OLG students only.

HOME AND SCHOOL ASSOCIATION CONSTITUTION

ARTICLE I – NAME

The name of this Association shall be the Home and School Association of Our Lady of Grace School of Highland, in the State of Indiana, Diocese of Gary

ARTICLE II – MISSION STATEMENT

Our goal is to develop understanding, participation, and community with the parents of OLG students. We will create a greater appreciation of Catholic education. We will assist in the physical development of the school in a variety of ways, which would include fund raising and the volunteering of our time. We will try to offer informational programs geared toward the interest of the parents. We will support our principal and pastor to bring our school successfully into the next millennium.

ARTICLE III – OFFICERS

- Section 1. The officers of this Association shall be: spiritual director, honorary president, president, vice president, secretary, treasurer, historian and parliamentarian.
- Section 2. These officers, with the exception of the spiritual director, and honorary president, shall be elected at the meeting preceding the annual meeting by a majority vote of members present.
- Section 3. No officer may hold the same office more than two consecutive years.
- Section 4. The pastor and principal of the school shall be respectively, the spiritual director, and the honorary president.
- Section 5. Term of office will be a period of one year plus attendance at three Executive Board Meetings in an advisory capacity to the incoming board.

ARTICLE IV – ANNUAL MEETING

The annual meeting of the Association shall be the last open meeting of the school year.

BY-LAWS

1. OFFICERS

- A. The president shall preside at all meetings of the Association, appoint the chairman of the Standing Committees, sign orders of the treasurer for the payment of bills, and perform such duties as are incumbent upon this office. The president is an ex officio member of all committees. The president may call a special meeting of the Association by announcement by the Priest from the pulpit. The president shall also serve as advisor to the incoming president.
- B. The vice president, in the absence of the president, shall perform all the duties of the president. The vice president shall be chairman of room parents. The vice president shall also call together a general meeting of all room parents at which time they will choose a co-chairman for that term.

- C. The secretary shall keep the minutes of all Association meetings as well as the meetings of the Executive Board. The secretary shall keep a list of all members of the Association, and shall notify members of their appointment on committees, and discharge such duties as are incumbent upon this office.
- D. The treasurer shall receive all dues and other monies of the Association, and keep accurate records of the same. The treasurer shall pay bills as deemed necessary by the chairman of respective committees. The treasurer shall be bonded, the premium to be paid by the Association.
- E. The historian shall keep a record of the activities and accomplishments of the Association, and compile this information in permanent form.
- F. The parliamentarian shall be the authority on correct parliamentary procedure, in accord with the Constitution and by-laws of the Association and Robert's Rules of Order.
- G. The officers shall be installed at the annual meeting.

2. EXECUTIVE BOARD

- A. The Executive Board shall be comprised of the officers of the Association.
- B. The president and secretary of the Association shall act as chairman and secretary, respectively, of the Executive Board.
- C. In case of vacancy in office, with the exception of president, the Executive Board shall elect to fill that office. Should the office of president become vacant, the vice president shall serve as "pro-term".

3. MEMBERSHIP

All parishioners of Our Lady of Grace Parish and/or parents of Our Lady of Grace School children are eligible for membership in the Association.

4. MEETINGS

The regular meetings of the Association shall be held bi-monthly with the time and date to be determined by the Home and School Association Executive Board. These dates shall be determined prior to the beginning of the new school year by the newly elected Executive Board. Any changes to these scheduled dates must be given in writing at least two weeks prior to the intended date.

5. COMMITTEES

- A. Membership: Conducts membership drive, collects membership money and keeps a list of members.
- B. Hospitality: Handles attendance sheets, 50/50 club and nametags.
- C. Program: Arranges interesting and informative programs for the year. Prepares proper accommodations for the evening, such as chairs, microphone, etc.
- D. Room Mothers: Shall choose a co-chairman of room mothers in September to serve with vice president. Said chairman and co-chairman make necessary arrangements for Christmas Party, refreshments at meetings, acts as telephone link between Home and School. Provides chaperones for school activities.

Such special committees as may be found necessary in the proper development of the Association may be appointed by the president as the need arises.

6. NOMINATION AND ELECTIONS

- A. A nominating committee shall be appointed by the board (chaired by the historian) in ample time to prepare a slate of candidates for the final open meeting.
- B. The nominating committee shall present the name and names of candidates. Nominations may also be offered from the floor.
- C. At the last open meeting of the Home & School year, the nominating committee shall conduct the annual election, count the ballots, and report the same to the president who at once reports the results to the Association.
- D. Officers shall be elected by a majority vote of members present.

7. RULES

- A. All meetings of the Association shall be conducted according to the Robert's Rules of Order.

8. QUORUM

- A. The quorum of an Association meeting shall consist of twenty-five (25) members present.
- B. The quorum of the Executive Board shall be a majority of the members of that board.
- C. Any action taken by the Executive Board shall be by a simple majority of the members present.

9. AMENDMENTS

- A. These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided notice has been given in writing at the previous regular business meeting.

Home & School Officers for 2009-2010 are:

President:	Esther Slack
Vice President:	Christine Companik
Co-Vice President	Charlene Savarino
Secretary:	Kathryn Feezel
Treasurer:	Marisol Barraza
Historian:	Lisa Hays
Parliamentarian:	Aubrey Holder

OUR LADY OF GRACE SCHOOL SPORTS HANDBOOK

Athletic Committee Positions 2009-2010

MEMBERS	SPECIFIC RESPONSIBILITIES
Raymond Puntillo	Athletic Director
Sue Fowler	Treasurer/Secretary
Mary Puntillo	Communications Director
Jennie Pruitt	Equipment Manager
Mel Magallon	Web Site Manager/Scheduling Manager
John Amador	Member
Paul Mullaney	Member

ATHLETIC COMMITTEE MISSION

The OLG Athletic Committee provides a safe, enjoyable sports environment that enhances the emotional, physical, social, and educational well being of all our children.

EXECUTION

The athletic program at OLG is administered by the athletic committee following the Diocese of Gary CYO rules and the National Youth Sports Coaches Association Standards. The OLG Athletic Committee expects the following commitments from the four parties involved in your sports.

ADMINISTRATIVE COMMITMENT (CYO, ATHLETIC COMMITTEE)

- 1) Provide a safe environment for sporting events and practice.
- 2) Provide properly trained officials for sporting events.
- 3) Provide properly trained coaching staffs.

COACHING COMMITMENT

- 1) Coaches will be a positive role model by exhibiting sportsman-like behavior at all times when they are with the players, especially at games and practice.
- 2) Coaches will provide an opportunity for increased playing time for all youth regardless of race, creed, sex, economic status or ability.
- 3) Each season, all coaches will read, sign, and support the coaches' pledge.
- 4) Coaches are committed to the development of player attitudes while promoting team skills, which will encourage teamwork.
- 5) Coaches will teach the fundamental skills of the respective sport and test the players' knowledge of game rules.

PARENTAL COMMITMENT

- 1) Parents will be a positive role model by exhibiting sportsman-like behavior at games and practice.
- 2) Parents will take an active role in their child's youth sports experience by providing encouragement, positive criticism, and transportation to games and practices and by being members of the OLG Booster Club.
- 3) Each sports season, parents must read, sign and support the Parents' Code of Ethics before their child may participate in any practices or contests.

STUDENT ATHLETIC COMMITMENT

- 1) Students will respect and obey their coaches and officials.
- 2) Students will exhibit good sportsmanship to their opponents, teammates, coaches, officials and audience.
- 3) Each sport season, students must read, sign and support the Student Code of Ethics before being allowed to participate in any practices or contests.

OLG ATHLETIC PROGRAM

Soccer.....	Boys and Girls in Grades 5-8
Volleyball.....	Boys and Girls in Grades 5-8
Basketball.....	Boys and Girls in Grades 5-8
Cross Country	Boys and Girls in Grades 5-8
Track	Boys and Girls in Grades 5-8

Seventh grade boys are eligible to play football in the spring and eighth grade boys in the fall with the Highland Middle School football program.

ATHLETIC COMMITTEE POLICIES

PHYSICAL EXAMINATION – Students must have a complete physical examination and a written statement from a physician attesting that they are physically able to participate in the athletic program. Students may not practice or participate in any games unless these forms are on file.

UNIFORMS – Student athletes must purchase their own uniforms, but may keep them after the season is completed. In some cases, the school can provide uniforms since they exist and are still in good condition. Those uniforms provided by the school must be returned at the end of each season to the Equipment Manager or report cards will be withheld.

NO CUT POLICY – Any OLG student qualified by age, having submitted a physical exam report signed by a physician, and having paid their “sports fee” is placed on the team roster.

MINIMUM PLAYING TIME – As per the School Advisory Board, minimum playing time, as defined by CYO rules will be observed regardless of league affiliation (Exceptions: Injuries, illness, academic or disciplinary probation).

While seventh and eighth grade teams are considered more competitive, the CYO rules for minimum playing time will be in effect. However, it is the desire of the School Advisory Board to maintain a positive self-image in all players and would therefore encourage coaches of the fifth and sixth grade teams to pursue an instructional level of coaching thus increasing minimum playing time of all students when possible.

ATHLETIC ELIGIBILITY

1. Athletic fees must be paid for participating sport. Athletic fees are non-refundable.
2. The athlete must adhere to stipulations of the academic eligibility policy, to include participating in one practice per week to keep up conditioning and teamwork attitude. Please refer to “Academic Eligibility” policy (see page 55). The athlete’s schoolwork should be his/her priority, and if the student must miss practice so that homework can be completed, the athlete must contact the coach to inform him/her that he/she will not attend practice.
3. Any verbal and/or written communication to the head coach at any time during the season indicating the athlete will no longer participate as part of the team will mean the athlete will not be listed on the roster. This athlete will not receive acknowledgement for that particular sport at the athletic banquet.
4. A student’s status on the team will be determined by the head coach and the athletic committee.
5. If an athlete will not be attending a practice or game for any reason, he/she must inform the coach that he/she will not be present for the event.

OUR LADY OF GRACE SCHOOL ATHLETIC ELIGIBILITY POLICY

The athletic program at Our Lady of Grace School seeks to contribute to the overall aims and total development of a Christian person.

Student athletes in Grades 5-8 must maintain acceptable grades as indicated by the Sports Policy of the Diocese of Gary stated below:

- Conduct and Effort grades must be a C or higher in all subject areas.
- Students must maintain a C average with only one D and no F's in the following subjects – religion, reading, language arts, spelling, math, social studies, science, music, health, and physical education.

Eligibility based on the above criteria will be determined twice each quarter by the interim Progress Report and the quarterly Report Card.

CHRISTIAN CONDUCT

Christian principles of conduct are the overriding and primary criteria for athletic eligibility. All student athletes have a responsibility to represent Our Lady of Grace School in a Christian manner at all times.

Students who receive a conduct grade lower than a C (or lower than a 2) on their report card or interim progress report will be placed on probation. They may attend only one practice session a week until they are reinstated. It is the student's responsibility to ask his/her teacher for a reevaluation but not sooner than two weeks after the probationary notice is issued.

Student athletes who display behavior, whether in school or out of school, that is deemed inappropriate by school officials will be immediately suspended from the team and will not be permitted to attend practice sessions or games until a review by the school Discipline Committee has been completed. Students suspended for conduct unbecoming a Christian may or may not be reinstated on the team.

ACADEMIC ELIGIBILITY

Students who have not met the academic eligibility requirements stated above will be placed on probation until the next scheduled evaluation. Those students placed on probation may not attend more than one practice per week until the next evaluation. Students on probation will be strongly encouraged to attend the games, meets, or matches. Students who have remedied the cause of the academic suspension may be reinstated at the teacher's discretion but not sooner than two weeks after the probationary notice is received. Both parents and Athletic Director will receive written notification of their child's suspension from the team. Both parents and Athletic Director will also receive written notification of their child's release from suspension from the team.

Special need students will be monitored by the principal. The principal reserves the right to deviate from the above policy in the case of students whose curriculum has been modified due to a learning disability or inability to achieve at the levels stated above.

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ADDENDUM #1 (added: 11/11/2009)

Please note that time spent running, working, or organizing a raffle or any other event involving charity gaming CANNOT be used toward Parent Volunteer Service Hours. This is expressly forbidden by the Indiana Gaming Commission.