

Mission Statement of the Archdiocese of Baltimore:

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential – spirituality, intellectually, physically, socially, and morally.

Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Mission Statement:

Our Lady of Hope/St. Luke School, a Christian community rooted in the Catholic faith, celebrates the uniqueness of each child. Children of all faiths are provided with an environment rich in spiritual growth “and with a challenging academic environment.”

“Where faith and knowledge meet...hope grows!”

Message to Parents

In enrolling your child in Our Lady of Hope/St. Luke School, you agree to certain important responsibilities. These include:

1. To be a partner with the school in the education of your child
2. To understand and support the religious nature of the school
3. To read all communications from the school and to request clarification when necessary
4. To know who your child’s teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. To promote your school and to speak well of it to others
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school
9. To comply with all policies, i.e. attendance, medications, uniforms, etc. as stated in the Parent/Student Handbook
10. To appreciate that a Catholic education is a privilege that many persons do not have

Welcome to Our Lady of Hope/St. Luke School. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic Education. Surely, He who said, "Suffer the children come unto me" will bless the efforts in His name.

Administration

Our Lady of Hope/St. Luke School is an Archdiocesan Collaborative School. The school is managed by Sr. Irene Pryle, SSND, the principal. Members of the School Board participate in committees to maintain and monitor the integrity of the school.

History

Our Lady of Hope/St. Luke is an interparish school located in the industrial southeastern area of Baltimore County. The school serves the children of Our Lady of Hope Parish in Dundalk and St. Luke in Edgemere and children from parishes in the surrounding areas. Until the 1940's, St. Rita was the only Catholic parish in the Dundalk area. In order to address the needs of the growing population after World War II, St. Rita established two mission churches, St. Adrian in Inverness and St. Mildred in Gray Manor. Effective June 3, 1948, Reverend Thomas Zinkand was appointed pastor of both churches, each a separate and distinct parish. Father Zinkand determined that the first need for the area was a Catholic School.

A 22 acre tract of land was purchased on Lynch Road in 1950. Finally, in March, 1953, the children of St. Mildred and St. Adrian parishes, equipped with small sand shovels, helped Father Zinkand break ground for the school.

Arrangements were made for the school to be staffed by the School Sisters of Notre Dame. Sister Mary Claverine, the first principal, and two sisters arrived on August 14, 1954, to prepare for opening day on September 7, 1954. The school and convent were officially named "Our Lady of Hope". The school employed two sisters and three lay teachers. The enrollment for the first year numbered 221 students in kindergarten through grade four.

During the first three years, enrollment more than doubled and each year another grade was added as the first classes advanced. By 1957, half-day sessions were instituted to accommodate the growing number of students. Enrollment peaked in the 1962-63 school year with 852 students. Kindergarten was eliminated and expansion of the school building was imperative.

In 1964, a new wing added to the existing structure. This addition housed eight classrooms, a principal's office, nurse's office, library, faculty room, and storage areas. By 1980, with the downsizing of the Bethlehem Steel plant and stabilization of the area, enrollment leveled to under 300 students.

For 32 years, Father Zinkand's dream of a tuition-free parish school had been realized. Unfortunately, rising inflation, a decrease in enrollment, and faculty changes that included more lay teachers required the implementation of tuition in September, 1986. Kindergarten was reestablished in 1986. This provided a full-day program and prepared students to enter the first grade. Kindergarten proved to be successful and was expanded to two full-day programs in 1990.

In 1989, St. Luke School in Edgemere was closed due to declining enrollment. Plans were made for those students to attend Our Lady of Hope. In September, 1989, Our Lady of Hope School welcomed 88 students from St. Luke Parish. In 1991, the interparish school was officially renamed Our Lady of Hope/St. Luke School.

Responding to the need for early childhood education, in 1995 a preschool program for 3 and 4 year olds was opened at the St. Luke Campus.

In 2010 with the consolidation of 13 schools in the Archdiocese of Baltimore. Our Lady of Hope/St. Luke School welcomed students from Sacred Heart of Mary and Our Lady of Fatima, OLH/SLS continues to provide a Catholic Elementary School education for the children in the Dundalk-Edgemere area and neighboring parishes.

In 2013, the preschool program moved to the Our Lady of Hope Campus. In 2013 OLH/SLS was designated an Archdiocesan Collaborative School.

Location

Our Lady of Hope/St. Luke School located in Southeast Baltimore County serves the students of the following parishes: Our Lady of Fatima, Our Lady of Hope, Sacred Heart of Mary, St. Luke, and St. Rita. All students seeking admission are accepted upon availability.

Southern Association of Colleges and Schools

The school participates in the Southern Association of Colleges and Schools process. Accreditation was awarded until May 30, 2014.

Philosophy

The fundamental purpose of Our Lady of Hope/Saint Luke School is to provide quality Catholic education in an atmosphere permeated with the Gospel values of faith and love. Our school is a community where these Gospel mandates are encountered, taught, and lived, thereby calling the students to become active witnesses to the Church of Christ Jesus. We believe that in order to achieve this purpose, our students must be afforded a positive, educational experience through a balanced program of spiritual, moral, intellectual, social and physical development. We strive to form one family, for we believe the family is the core of all education. By creating a family atmosphere which nurtures faith and love, Our Lady of Hope/Saint Luke School successfully establishes an environment conducive for learning. Within this Christian community students are guided toward a mature responsibility for their behavior as they are encouraged to develop a genuine respect for order and authority in all aspects of society. A deep realization and appreciation for the beauty of the Church's sacramental and liturgical life as well as its traditions and basic doctrines is instilled within each student. The Administration and Faculty of Our Lady of Hope/Saint Luke School strive to foster within each student, a dignified self-image which promotes a sense of identity and worth based on his/her uniqueness in the sight of God. We do, however, **encourage the student to look beyond oneself and carry the Gospel message by** servicing those who are in need.

The curriculum and extra-curricular program in grades kindergarten through eight provide continuity and challenge; however, it remains flexible in recognition of the individual needs and gifts of each student. We endeavor to motivate students to develop their capabilities to the fullest potential, and to instill in our students a passion for knowledge, a quest for excellence. Our Lady of Hope/Saint Luke School hopes to provide our students with the confidence and skills necessary to meet the challenges and demands of our ever-changing world.

Finally, we recognize that the Catholic school cannot alone prepare its students to lead productive lives, for we know its greatest strength lies in the close cooperation and interaction with the parents of our students. In the Our Lady of Hope/Saint Luke School Family, parents are respected as an integral part of our program, and are encouraged to assume the parental responsibility of supporting our efforts to help the children grow in faith and love according to the teachings of the Catholic Church. Our efforts to promote the educational instruction, character formation, and religious growth of the student must be supported in the home environment. Communication between faculty and parent is readily established, and becomes the key to each student's progress and success. Thus, all members of the Our Lady of Hope/Saint Luke School Family contribute to the education and growth of its students. It is in this cooperative strength that our philosophy is based, and will find its fulfillment. (Summary of School Philosophy)

Administration

Principal – Sr. Irene Pryle, S.S.N.D.

Secretary – Mrs. Connie Beam

Pastor of Our Lady of Hope Church and St. Luke Church –

Fr. T. Austin Murphy

Sacred Heart of Mary Church and St. Rita Church

Fr. George Gannon

Our Lady of Fatima Church

Fr. Robert Harrison, CSsR

Finance Manager – Mrs. Alma Lukanich

Faculty/ Staff

The teachers will be listed by homeroom in the Back-to-School Newsletter.

Crisis Intervention / Crisis Team

Our Lady of Hope/St. Luke School follows the guidelines set by the Archdiocese of Baltimore.

STAND Training

All adults who volunteer at school events, in the classroom and/or chaperone field trips must complete the Archdiocese of Baltimore STAND Training Program. The components of this program are: STAND on-line training session www.arhbalt.org. Application for Volunteer Service and Consent Form for Volunteer Criminal History Screening, and obtain three (3) references. Upon completion of the requirements a STAND Volunteer Card will be issued. STAND certification is valid for 5 years.

Application materials are available on line and in the school office. All completed materials must be submitted to the school office.

APPLYING FOR STAND ON LINE www.archbalt.org

1. **User Name: ourladyofhope Password: archbalt**
2. **Top of web page click on [About Us](#)**
3. **Left hand side of [About Us](#) page click on [Child and Youth Protection link](#); click on [Requirements for Volunteer](#)**

All volunteers in the Archdiocese of Baltimore must complete the following requirements before volunteering *Child and Youth Protection Phone # 410.547.5348

School Family Association

In the Fall of 2012, the School Parent Organization (Home and School Association, Mother's Club and Father's Club) disbanded and reformed as The School Family Association. "The School Family Association" is comprised of all parents, guardians, faculty and staff of Our Lady of Hope/St. Luke School. The purpose of the School Family Association is to provide an avenue of communication and support for the school and to be a collective voice on important issues. The association, mindful of gospel values, seeks to model service, promote goodwill, and foster a sincere appreciation for ideals of Catholic school education. The School Family Association will sponsor events of interest to the membership throughout the school year. Officers are elected each year in May.

School Fund Raisers

Our school participates in the following fundraisers to supplement the school budget: Race for Education, Candy Drive, Market Day, Magazine Drive, Carnival, Auction, and various activities sponsored by school and parish organizations. Parent support of these fund raising activities is vital to the financial well-being of the school.

Status of Students

Our Lady of Hope/St. Luke School is a co-ed elementary school for grades PreK-8. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardians will be notified promptly of any changes.

ADMISSION

Our Lady of Hope/St. Luke School is a Catholic School that strives to provide quality education in an atmosphere permeated by Gospel values.

New students will be admitted on a space available basis with priority given to parishioners, as long as all requirements are met. As members of the school community, all students are required to participate in religion classes, liturgical celebrations, class projects and related school assemblies.

All students are required to show an attitude of respect for learning. It is the obligation of each student to take seriously the responsibility of academic achievement. Preparation of assigned homework, related class projects as well as regular attendance, and active participation in classes are part of that responsibility.

It is expected that parents will work with teachers and administrators on behalf of their children and that they will do their part to support and uphold the policies and spirit of the School.

“Whereas: The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian social principles of the Gospel message... to love and to respect the rights all people.”

Non-Discriminatory Policy

It is the policy of Our Lady of Hope/St. Luke School that Our Lady of Hope/ St. Luke School shall not discriminate on the basis of sex, race, color and or national ethnic origin in the administration policies, and any other school administration programs.

Requirements for Admission

1. To enter the Pre-K 3 program, a child must be three years old by September 1.
2. To enter the Pre-K 4 program, the child must be four years old by September 1.
3. To enter Kindergarten, the child must be five years old by September 1.
4. To enter grade one, the child must be six years old by September 1 and have met the Maryland State requirement of Kindergarten attendance prior to first grade enrollment.
5. At the time of registration, parents must present the following:
 - a. Child’s birth certificate
 - b. Child’s baptismal certificate
 - c. Child’s immunization records
 - d. Child’s social security number
 - e. Child’s latest report card (grades 2-8)
 - f. Required fees
 - g. A medical examination by a licensed physician is required of each student entering Our Lady of Hope/St. Luke School for the first time. This form must be brought to the school office by the first day of school.
6. Placement tests are given to all students in grades 5-8
7. The results of testing will determine if the child has the ability to profit from the school program.

ACADEMIC POLICIES

Class Status

Students are promoted to the next grade upon successful completion all subjects in a given year.

Promotion Requirements

Academic progress and attendance are the criteria used in promotion.

Retention

If a student fails two or more MAJOR subjects (Reading, English, Math, Social Studies, or Science) for the year, he/she may be retained in that grade for the following year. Any eighth grade student who fails two or more subjects will not be allowed to graduate and will need to repeat the eighth grade at a school other than OLH/SLS. One failure in a major subject will require the student to be tutored or to successfully complete an approved program. To retain a student in the same grade for the next academic year, the Archdiocese of Baltimore procedure is observed:

1. After the 2nd trimester, the principal notifies the parent/guardian in writing that the student is in danger of being retained. The principal meets with the parents/guardians for discussion. Parents/ guardians sign a statement acknowledging they have been informed of the possibility of retention.
2. A second meeting is held between principal and parents/guardians who sign a second statement acknowledging they have received second notice of retention possibility.
3. Upon notification that the student will be retained, the parents/ guardians are provided the opportunity to review the decision process with the principal.

Retention is also an option after **20 days** of unexcused absence.

Probation Policy

All students are given a one-year probation period. If the student fails to comply with the school philosophy, code of behavior or academic expectations, the parents will be asked to withdraw their child from the school.

Withdrawals/Transfers

Before a student is issued a transfer card, a parent must notify the school, sign a Parent-Release form and settle any unpaid financial obligations.

Graduation Requirements

Before any student can graduate from Our Lady of Hope/St. Luke School, all required work and testing must be completed. In addition, tuition and other fees must be paid in full. Final progress report and records will not be sent to any high school until all financial obligations are met. Any eighth grade student who fails to meet the academic requirements, that is fails two or more major subjects for the year, will not be allowed to graduate. The student will need to repeat eighth grade in a school other than OLH/SLS.

Grading System

In the kindergarten, first and second grades, students receive an I, P or E based on their academic achievement in the appropriate standards as set by the Archdiocese for each grade level.

- I- The student has mastered the skills in that subject area.
- P- The student is progressing toward mastery.
- E- The student is emerging toward skill mastery.

The following grading system is used for grades 3-8.

A+	97 – 100	C+	80 – 84
A	93 – 96	C	75 - 79
B+	89 – 92	D	70 - 74
B	85 – 88	E	69 and below

- P – Demonstrates Proficiency
- V – Very Good Process
- G – Good Progress
- S - Satisfactory
- I - Improvement Needed
- N – Not Progressing

Academic Awards

Grades 1 and 2

Distinguished Effort Awards may be given to two students per subject.

Grades 3-8

Principal's Honor Roll

- Average of P, V, G, A+ or A in all subjects areas
- Conduct/ Effort grades of O, G or S

Honor Roll

- Average of P, V, G, A+, A, B+ or B in all subject areas
- Conduct/ Effort grades of O, G or S

Distinguished Effort Awards may be given to one student per class.

Religion Requirements

Religion is a requirement for each year a student attends OLH/SLS. All students enrolled in OLH/SLS must attend religion classes and services. The Sadlier Religion Program has been designed to help the children explore their uniqueness, their world and the family of God - the Church.

Remote preparation for the Sacraments of Reconciliation and Eucharist is provided within the context of the second grade Religion curriculum, with immediate preparation taking place within the student's home parish. Parents actively participate in these

programs and must follow the directives of the home parish. Children celebrate the reception of these sacraments according to their parish directives.

Remote preparation for the Sacrament of Confirmation is provided within the context of the eighth grade Religion curriculum, with immediate preparation taking place within the student's home parish. Students preparing to receive this sacrament are expected to attend Sunday Mass regularly. Parents actively support the sacramental program and must follow the directives of the home parish.

Students have the opportunity to participate monthly in school Masses and paraliturgical celebrations. The Sacrament of Reconciliation is celebrated with students during Advent and Lent.

Human Sexuality

In compliance with the Archdiocese of Baltimore, a human sexuality program is taught in grades K-8. The approach is holistic, taking the total development of the child into consideration and highlighting Christian values, attitudes and moral principles. Parents are provided with the parent component of the program.

Interim Reports

Traditionally students in grades 1-8 receive interim reports mid-way in the marking period. Parents/Guardians of students in grades 3-8 will be given a password and directions to access their child's academic progress. If this password is misplaced, please contact Mr. Saliski at rsaliski@ohsl.com.

It is the responsibility of the parent/guardian to access Power School information on a regular basis to keep informed of his/her child's academic progress.

Progress Reports

Progress Reports will be distributed three times a year. The progress report envelope must be signed by parent/guardian and returned to the homeroom teacher within 5 days. Lost envelopes will be replaced by the school office for a fee. Progress Reports for grades 1-8 are computer generated.

Records Policy

Our Lady of Hope/St. Luke School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding on individual's right to privacy:

- I. Access to records
 - a. Teachers and other school officials who have legitimate educational interests have access to student education records.
 - b. Parents/ legal guardians have access to their child's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are

being reviewed.

- c. In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), parents/guardians (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
- d. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the education or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

II. LOG

- a. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.
- b. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

The following information is maintained in the cumulative file: attendance, grades, directory information, standardized test results and social security number. No information will be released by Our Lady of Hope/St. Luke School unless written parental authorization is on file in the school office.

Emergency Information

In order to keep our records up-to-date, it is most important that the office has current phone numbers (cell, home and work), email, and address. Unpublished numbers are also necessary for us to have. No telephone number is ever given to anyone unless we have the parent's written permission. It is also critical that we have the name and telephone number of those caring for your child after school hours.

Internet Access and Use Policy

Each classroom, the computer lab and the library have access to the Internet. Students in grades 4-8 and their parents are asked to read and sign an "Acceptable Internet Use Policy" at the beginning of each school year. This policy outlines the use of technology by the students in the school. It outlines the ramifications of misuse. By signing this policy, both the student and parent accept the use of the Internet at school.

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make appropriate choices with regard to their behavior on the Internet. Access will be provided for our students to conduct

research and communicate with others under the supervision of their teacher.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. Our Lady of Hope/St. Luke School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as **Cyber Patrol**, for their protection. Students may not access personal Internet accounts such as email and Facebook during school time because the school doesn't have control over the configuration of these accounts.

Internet services are to be used in a responsible, effective, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action up to, and including, suspension or expulsion.

All users of the network, within the boundaries of Our Lady of Hope/St. Luke School, are responsible for adhering to acceptable uses of the Internet which include activities that support learning.

Unacceptable uses of the network include, but are not limited to:

- Violating the rights of privacy of others.
- Using profanity, obscenity, or other offensive language
- Unauthorized copying of materials or installation of software.
- Revealing home phone numbers, addresses, or other personal information while using Internet resources.
- Downloading or copying information onto disks or hard drives without prior teacher approval.
- Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- Sharing of passwords, if provided, or attempting to discover another's password.
- The intentional writing, producing, generating copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms", etc.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
- Intentional erasing, renaming, or disabling of anyone else's file or programs.

Our Lady of Hope St. Luke School will be responsible for teaching students about these guidelines and supervising and guiding student access to the Internet.

Testing

In the spring of each year, students in grades 3 through 8 participate in the Stanford 10

Achievement test program and the OLSAT. Students in grades 5 and 8 also participate in the ACRE test of Catholic knowledge. The results of the standardized testing are sent home to parents/guardians.

Instruction/Curriculum

The course of study for Our Lady of Hope/St. Luke School is the Course of Study for the Archdiocese of Baltimore. Textbooks are selected in accordance with the Course of Study. Materials are evaluated and updated annually.

The school follows the state standards regarding the curriculum. Subjects taught are: Religion, Reading/Literature, English, Mathematics, Social Studies, Science, Spelling/Vocabulary, Physical Education, Music, Spanish, Computer, and Art.

Special attention is given to the Religion program which makes our school unique. The sacraments are received through parish programs; students enroll in parish sacramental programs. The sacramental programs, which include First Penance, First Eucharist, and Confirmation, are very important. Parents play an integral part in preparing their children for the reception of these sacraments. Religion instruction is given daily by a classroom teacher. Monthly Masses are prepared by grade levels and attended by all students. Parents are always welcome to attend Masses during the school year.

Instrumental Music

Instrumental Music is offered on a weekly basis through the Instrumental Music Company. Students are excused from regular classes on a rotating schedule for instruction. There is a separate charge for these lessons.

High School Visitation Policy

Each school year, middle school students are invited to a High School Fair showcasing Catholic High Schools in the Archdioceses. Students in grades 6-8 are encouraged to attend. Each 8th grade student may have two “shadow days” to visit a high school of his/her choice. Each 7th grade student may have one “shadow day” to visit a high school of his/her choice. These are excused absences.

It is the responsibility of the parent/guardian to arrange a “shadow day” with the high school and to notify OLH/SLS of the student’s participation before the “shadow day” by sending a note or email to the homeroom teacher. Additional shadow days, if needed, should be scheduled on OLH/SLS professional days (non-school days for students). All missed work needs to be completed by the student upon his/her return.

Homework

Continuous and progressive skill development is contingent upon constant and daily reinforcement. We at Our Lady of Hope/St. Luke School, foster a homework policy based on the idea that in order to be successful, homework should be given on a daily basis. We especially emphasize that math; spelling, reading and vocabulary are learned best through daily drills and practices.

At the beginning of the school year, each teacher will inform parents of his/her individual homework policies. Weekend assignments may be given. Homework assignments do not mean only written assignments. On the contrary, we hope that the greater percentage of time will be devoted to studying. Since it has such great importance, it should be a supervised home activity. Parents are encouraged to foster in their children systematic study habits and should DEMAND neatness, accuracy, and completeness before approving the work. Please inquire if there are any questions concerning nature or length of assignments.

Students will be in danger of lowered/failing grades if missed assignments are not completed and given to the teacher within **seven days**. Assignments that are not handed in within this time frame will result in a grade of zero percent.

Quality of Work Policy

Grade 1

The following headings on papers must be used:

- A. On handwriting and test papers, students must write complete first and last name, complete date and grade.

Complete Name	Grade
Date	

- B. Worksheets must have complete name and #2 pencils are to be used at all times.
- C. All writing and coloring is to be completed neatly.

Grade 2

The following headings on papers must be used:

- A. On handwriting and test papers, students must write complete first and last name, complete date and grade.

Complete Name	Grade
Date	

- B. Worksheets must have complete name and #2 pencils are to be used at all times.
- C. All writing and coloring is to be completed neatly.
- D. Cursive writing will be introduced.

Grade 3

▪ Trimester 1

1. Work is completed in pencil
2. Only tablet paper is used before Christmas
3. Students must use full heading:

Name (No nicknames)	Date
OLH/SL	Grade
Subject	

4. Students will be introduced to the requirement of complete and correctly punctuated sentences.
5. Correct spelling on all papers.

▪ Trimester 2

Points are taken off for incomplete heading, incomplete sentences, lack of punctuation, and incorrect spelling. All work is to be completed in cursive.

▪ Trimester 3

1. All work, except math, is completed in blue/black erasable pens only after January.
2. Loose leaf paper is used after January.

Grades 4 – 8

1. Students will use pencils in computer and math only. All other work is to be completed in blue or black pen.
2. White-out may not be used. A single line should be drawn through all mistakes.
3. Proper heading on all written work:

Complete Name	Date
OLH/SL	Grade
Subject	

4. Misspelled grade level words will receive a deduction at the discretion of the teacher in all subject areas.
5. Capitalization and punctuation errors will result in one (1) point deduction at the discretion of the teacher in all subject areas.
6. Directions are to be followed in completing all written work. If the directions are not followed, i.e. answering in complete sentences, points may be deducted.
7. Work handed in must be on wide-ruled loose leaf paper.
8. Handwritten work **must be legible** and **in cursive** unless otherwise noted. Students are encouraged to type all major reports and projects. *Middle school students*, however, are required to type all major reports and projects; other written work may also be typed. It is the student's responsibility to complete the assignment; therefore, it is the student's responsibility to do the typing.

Make-up Work

Regular attendance and punctuality are essential to a child's progress in his/her studies. School work continues even though your child is absent. "Make-up" work can never replace the teacher-pupil interaction that occurred while the subject matter was being taught.

It is the student's responsibility upon his/her return to class to confer with each classroom teacher to find out about missing assignments and develop a plan/schedule for accomplishing the work **within a week's time**. Neglecting to do so may result in a grade reduction or possible failing grade.

Make-up Work due to Family Vacations

Family vacations are strongly discouraged during the school year. However, if this is unavoidable, students **MUST** inform all of their teachers one week prior to departure. Assignments for the absence will be given, although it is not always possible to project all the work that will be missed. Therefore, it is **the student's responsibility** upon his/her return to verify all missed assignments. All work must be submitted within a week. If the student's return coincides with the end of a trimester, missed work/tests must be completed before the close of grades.

Test Papers

Teachers' expectations regarding test papers differ at each grade level. It is the teacher's responsibility to discuss his/her policy with parents. It is the parent's responsibility to establish and monitor this policy with the student. Students with a test grade of D or E are required to obtain a parent signature and return the test to the teacher **within a three day period**.

Textbooks and Materials

All books must be covered and kept in good condition. Damaged books must be replaced or paid for by the student who is responsible for the book. Writing anywhere on a book is forbidden. The administration reserves the right to determine the cost of the damage to the book.

All students must use a book bag. **Student supplies must be replenished as necessary throughout the school year.**

Titles of Textbooks Used

A variety of textbooks are used at OLH/SL School. We believe that in order for learning to be effective, it must follow a developmental path. New skills cannot be learned until old skills are mastered. Our textbooks follow a sequential developmental path as described in the Archdiocesan Course of Study.

School Schedule Summary

Children should arrive at school no earlier than 8:05 a.m. **If a student arrives at school**

school prior to 8:05 a.m., the student is to be dropped off at the office side entrance and is to wait in that area. Students arriving after 8:05 a.m. may be dropped off at either entrance.

7:45 AM	Supervision in Cafeteria
7:45 AM	Faculty on duty in classrooms
8:05 AM	Students may enter classroom
8:15 AM	Opening prayer and announcements. Students <u>must be</u> in their homeroom before the 8:15 a.m. bell or the student will be marked late.
8:25 AM	All classes begin
*11:10 AM	Lunch K
*11:20 AM	Lunch 1 – 5
*12:00 PM	Lunch 6 – 8
2:30 PM	Classes end
2:40 PM	Closing exercises
2:45 PM	Dismissal

* Lunch times are subject to change.

Students are to be picked up promptly at 2:45 p.m. Parents should meet their children outside of the building. Please do not block the exits or the hallways. Students may not play ball, tag, etc. after school on the grassy areas near the building.

Teacher Conferences

Concerns should be discussed first with the teacher(s) involved. If there is a need to have a conference with the principal, an appointment may be made through the school office.

If you wish to confer with a teacher, he/ she may be contacted through a note enclosed in a sealed envelope or via e-mail.

Email addresses are available on the website olhsl.com.

Your message to the teacher is personal and bespeaks you. Teachers are very busy during the school day. Many of the teachers have departmental work in addition to their homeroom which involves many students. Therefore, we suggest that if you have a concern about your child, send a note or e-mail to the teacher with your name and phone number and what you wish to discuss. You may also call the office during school hours to make an appointment. This gives the teacher the opportunity to double-check the information you wish to know and saves time for all concerned. Although an immediate response is not always possible during the course of a school day, teachers will respond in a timely manner.

BEFORE SCHOOL IS NOT THE BEST TIME TO TALK WITH A TEACHER. Teachers need this time to prepare materials for classes.

Closings/Delayed Openings

In the event of bad weather, radio and television stations broadcast school closings. Please listen and/or watch Channel 11 for the news on WBAL radio (1090) or TV concerning BALTIMORE COUNTY SCHOOLS before sending your child to school.

Occasionally, schools are closed before regular dismissal times because of the weather. These closings, too, are announced on WBAL radio and on all TV stations before closing time. Please do not call the school office as it is important for the phone lines to be open for any emergencies which may arise.

Connect 5 and other methods of rapid communication via email or phone are used to alert parent/guardians of emergency closings due to weather or other emergency situations.

Please be sure, before the winter storms begin, that your child has instructions as to what to do if sent home early.

Newsletter

A yearly calendar is mailed to each family with the annual Back-to-School letter. Throughout the school year, monthly calendars are issued to inform parents of updated information. The monthly School Newsletter will be e-mailed. If you do not have access to email, please notify the office.

Emergency Student Information

IT IS IMPERATIVE THAT WE HAVE UPDATED EMERGENCY INFORMATION FOR EACH CHILD. EMERGENCY INFORMATION IS TO BE KEPT CURRENT AND THE SCHOOL INFORMED IMMEDIATELY OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER.

Change in Name or Family Status

If there is a change in the family status/or change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

Fire Drills

In accordance with state law, fire drills are conducted on a regular basis. Students are instructed by the classroom teacher regarding the procedure and exits to be used for the fire drill. **ABSOLUTE SILENCE MUST BE MAINTAINED DURING A FIRE DRILL.** This is for the safety of the students.

Restricted Areas

When school is in session, students may not be outside of the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty room is a restricted area for students. Empty classrooms or any other area in the building

should not be entered by students since there is no supervision. Corridors are to be generally clear of traffic except for movement at the change of classes.

Bullying Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation or retaliation. School principals will ensure that all illegal behavior is reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Bullying Definitions:

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, or physical or mental ability or disability; or
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

Homeroom Parents/ Volunteers

Parent volunteers assist teachers during school hours or work at home. It is the teacher's responsibility to monitor the activity of the volunteers in the classroom. Volunteers are expected to conduct themselves in a professional manner and to respect the confidentiality of students and teachers. All volunteers must complete the STAND program.

The administration may request that parents no longer volunteer in the school/classroom if their presence is not a positive experience in the daily operation of the classroom.

Non-Custodial Parents

The school does not allow a non-custodial parent access to his/her child unless the custodial parent has consented or the school has a copy of a court order permitting access. Custodial parents are required to provide the school with the documentation at the time of registration or as situations change. The school contacts the custodial parent when the non-custodial parent seeks access to his/her child.

Parking Lot Procedures

NORTH BOUNDARY ROAD LOT

1. When arriving, enter the lot by the driveway on the east side of the church. Drive along the side of the Church and turn left to follow the driveway to the designated drop-off of the school. Stop at the designated area and drop-off students. Exit in an orderly fashion using the middle exit. **Do not enter or exit using the driveway nearest the convent. This entrance is for walkers.**
2. If you choose to park you must **BACK** into parking places.
3. DO NOT block the **NO PARKING** area marked by the yellow lines.
4. Follow the directions of the Safety Patrol.

WHEN PICKING UP CHILDREN

1. Enter the lot using the driveway on the east side of the church. **BACK** into a parking place
2. DO NOT park on the side of the driveways or in the area marked with the yellow lines
3. Exit slowly using the driveway in the center of the lot

SOUTH LOT - OFFICE SIDE

1. When arriving, follow the directions of the Safety Patrol
2. Drop children off at designated stop. Do not stop in more than one place to drop students off. Keep moving so traffic flow is not hindered

3. If you park, **BACK** into the parking space
4. Exit slowly

WHEN PICKING UP CHILDREN

1. **Back** into parking spaces. Pull out slowly.
2. **DO NOT** park along the road or in the driveway.
3. Wait in your car **until your child is dismissed** or walk up to the **entrance** of the school. **If it is necessary for you to confer with an individual teacher, please wait until all students have been dismissed.**

Telephone

Students must have permission to use the school phone and only in the case of emergency. The use of this phone is restricted to direct school business. Students will not be called to the telephone. Only urgent messages will be delivered to the students. Students will be charged for phone calls. **Students may not use cell phones during school hours.** Please check the cell phone policy on page 37.

ATTENDANCE POLICY AND PROCEDURES

Attendance

In accordance with Maryland law, parents are responsible for their child's attendance and punctuality. If a child is consistently absent or tardy, the administration has the right to consider retention for the following academic year.

Regular attendance has a significant influence upon scholastic achievement. A student who misses more than 20 days will have his/her records reviewed by the principal and teachers to determine whether a sufficient achievement of the year's work has been attained.

School doors open at 8:05 a.m. Punctuality is necessary for all students. Students must report to their rooms by 8:15 a.m. Anyone entering school later than 8:15 a.m. must report to the school office to obtain a late pass. A pattern of lateness will necessitate a conference with parents and the principal.

Policies and Procedures

1. Attendance at daily classes must be regular and punctual.
 - a. **Each child is to bring a written excuse for each absence.**
 - b. Parents are required to call the school prior to 9:00 a.m. to report that their child is absent on that day. (The school reserves the right to call the home if the child is absent and parents have not called.)
 - c. **The school reserves the right to notify the Baltimore County Pupil Personnel Officer in the event of excessive or unexcused absence from school.**
 - d. Foresee any changes in dismissal pick-up plans before the child leaves home in the morning. Families should have a code word for a

- person who is not the usual after school transporter. At times it is difficult to determine the authenticity of phone messages.
- e. If a child becomes ill at school, parents will be notified. Be sure that all information on Emergency Forms is current and accurate so that parents or designated persons can be reached.
2. Many families have unique arrangements for the custody and guardianship of their children. Unless there has been legal notification given to the school office, it is assumed that both parents are permitted to pick children up and to have access to school related information.
 3. If a child is absent due to illness for more than two days, steps should be taken to ensure that the child's re-entry into the classroom is smooth and that missed instruction can be made up in a minimal amount of time. These steps can be broken down into three areas of responsibility:

Parent Responsibility

1. Notify the school of the child's absence and reason for same.
2. Request home assignments from the classroom teachers.
3. Work with the child to ensure that homework is completed properly.
4. Encourage your child to obtain any/all missed class notes.
5. Write a brief note to the teacher upon the child's return indicating how the child seemed to manage in reference to home assignments.
6. If the child is going to be absent for an extended amount of time, contact the school "to arrange for the child's educational program."

Student Responsibility

1. Complete homework as it is distributed if you are well enough.
2. Upon your return to school, it is **YOUR** responsibility to check with each teacher regarding missed work and to complete missed assignments within seven days.

School Responsibility

1. Provide the student with missed assignments if they are requested.
2. On the child's return to school set up a schedule of review/testing so that tests and projects can be made up.
3. Provide opportunities, such as inside recess, so that the child can "catch-up" as soon as possible.
4. Communicate progress/difficulties with parents.

Perfect Attendance Policy

Perfect attendance for the year means no days absent and no days late. This includes early dismissal and being sent home early. A full day of school constitutes a student being present from 8:15 a.m. to 2:45 p.m. A student arriving at school after the 8:15 a.m. bell reports to the school office for a late slip. A student arriving later than 10:00 a.m. is considered ½ day absent. On a scheduled **early dismissal** day, the student must be present for a minimum of 2- ½ hours or will be marked absent for a whole day. If a student leaves between 1:30 p.m. and 2:45 p.m., the student is marked "Leaves Early". If a student leaves before 1:30 p.m., the student is marked ½ day absent.

Attendance Award

OLH/SLS commends all students who make a serious commitment to being present each and every school day. Although dental and doctor appointments during class hours are discouraged, we recognize that in some cases, appointments must be scheduled during the school day. In such cases, a written note from the parent is mandatory. A student is eligible for an **Attendance Award** for the school year provided that there have been no more than five excused late arrivals or early dismissals. Excused late arrivals or early dismissal **MUST be documented (i.e., appointment confirmation)**.

DISCIPLINE

Statement on Philosophy of Discipline

Our Lady of Hope/St. Luke School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Expected Classroom Behavior

The following are the standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and by the teacher's rules.

1. Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
2. Each student is to have all the necessary materials for class.
3. Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other than class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
4. Each student is to refrain from talking out without permission while instruction is going on, during study periods, or when tests are underway.
5. Students are to avoid any action that is distracting to the learning procedure in the classroom.
6. Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the day.
7. Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. They are not to argue about tests, grades and punishments during the class, but rather they should see the teacher after the school day in order to resolve such difficulties.
8. The locations of desks, the condition of windows, blinds, fans and lights, etc. are the teacher's responsibility; students are not to regulate these unless

- directed to do so by the teacher.
9. Students should always enter and leave a classroom quietly.
 10. Chewing gum is prohibited throughout the school day at all times. This includes lunch recess.

Unacceptable Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- **Tardiness**

It is the responsibility of the parent/guardian to bring the student to school on time. Excessive unexcused tardiness (more than five times a trimester) affects student's preparedness for school and will result with a conference with the administration to access cause and plan intervention. If tardiness continues placement in a school with a more condiment location is to be persued by parent/guardian.

- **Lack of Responsibility**

Failure to have necessary supplies for class work

Failure to complete classwork

Failure to bring to class completed homework and projects

An assignment is **NOT considered complete unless it is printed at home.

Disrespectful manner and/or language

- **Disruptive Behavior/Unchristian Behavior**

Fighting

Dangerous "play"

Using the property of others without permission

Dishonesty

Theft or extortion

Rudeness

Vulgarity

Defacement/destruction of school property

Harassment of any kind by word or manner

Disruptive unchristian behavior when representing the school on field trips, sport gatherings, assemblies, etc. will not be tolerated.

- **Dress Code Violations**

It is the responsibility of the parent/guardian to see that the student is dressed according to the dress code. If an emergency arises, the parent/guardian is responsible for sending a written note to the homeroom teacher.

- **Gum Chewing**

The administration reserves the right to address any other serious, disruptive behavior not specifically stated in this handbook. Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted.

Detentions

In grades kindergarten through eight, students who choose not to comply with school policies are given detentions.

Detentions are given in Grade K-8 for the following:

- Destruction or lack of respect of school property
- Fighting in school or on the playground
- Discourteous conduct toward teachers
- Disrespectful conduct toward faculty/staff
- General misconduct during non-academic times
- Inappropriate language
- Not adhering to cell phone policy (see p.37)
- Cheating
- Inappropriate use of the Internet
- Repeated failure to return signed tests, progress notes, report cards, absentee notes and forms
- Failure to complete homework/class work assignments
- Excessive talking at unacceptable times
- Repeated failure to bring needed supplies
- Uncovered school texts
- Failure to follow uniform code
- Chewing gum, candy, breath fresheners or any food at inappropriate times

If a student receives a detention, he/she is given a paper describing the infringement, and telling when and where the detention will be served. This detention paper is to be signed by a parent and promptly returned to the teacher. If a student repeatedly receives detentions, it will be necessary to arrange a parent-teacher conference. Occasionally, students may be detained at dismissal to address a situation in a timely manner.

Suspension and Expulsion

Suspension is the removal of a student from class. A suspension may occur in two ways:

In-School Suspension: A student is removed from his/her class and relocated to a designated area.

Out-of-School Suspension: A student is not permitted to attend school or any other function held on the school grounds.

A student may be suspended from school by the principal for the following reasons:

- grossly disrespectful behavior such as disrespectful verbal and non-verbal reactions, inappropriate verbal and foul language

- endangering the safety of others
- possession of weapons, pocket knives, etc.
- possession of cigarettes, matches or lighters
- involvement in any activity that can cause property or personal harm
- fighting on the playground

In a case of suspension, it becomes the student's responsibility to obtain and complete all assignments.

Expulsion is defined as a permanent removal of a student from the school and all school functions. Repeated suspensions may result in the parent being requested to remove the student from school. A student who has been withdrawn for inappropriate behavior may not be re-enrolled at the school.

For violations such as possession of or using drugs or alcohol on the school premises or at school related functions, the following actions will be taken:

1. Police will be notified in the case of drugs
2. Parents will be notified in either case
3. Superintendent of Catholic Schools will be notified in case of drugs
4. Suspension from class or expulsion from school may result

Search and Seizure

Lockers and desks are properties of the school and can be searched at any time. The principal, or designee, shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

Conflict Situations

If necessary, other appropriate consequences will be given if students fail to meet required expectations for behavior and/or academics. These consequences are, but not limited to:

- Time out
- Lunchtime detention
- Loss of reward day
- Loss of field trip privilege (student must attend school)
- Consequences set by each teacher
- Consequences set by principal

The school's personnel do not use corporal punishment at any time.

Grievance Policy

Problems should be discussed first with the teacher(s) involved. If there is a need to have a conference with the principal, an appointment may be made through the school office to arrange a time when the parents, teachers and principal can meet together.

Parents are invited to visit classrooms and teachers **after** school. We ask that teachers be notified at least one day in advance if you desire a conference with them. Conferences

with teachers can be made by calling the school office, writing a note to the teacher, or e-mailing a request. Teachers are available on most days at 2:55pm. They are not available for conferences in the morning before school. If you wish to call a teacher, contact the school during school hours or e-mail the teacher.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

FINANCIAL OBLIGATIONS

Tuition and Fee Policy

Fees:

A non-refundable registration fee is required at the time of registration. A

Technology/Book Fee for each student is paid annually.

An Archdiocesan fee for each student is paid annually. Registration, Technology/Book and Archdiocesan Fees **ARE NOT** processed through FACTS MGNT. The registration fee is due at the time of signing a contract and the Technology/Book and Archdiocese Fees are due June 1st, 2013. A contract is signed by the parent/guardian and a representative of the School for the stated tuition fee.

Tuition Payment Plans:

Plan 1: If paid by July 1, 2013 there is a \$50.00 discount.

Plan 2: 11 payments July 1, 2013 - May 1, 2014

Plan 3: Pre-K only 9 payments for Sept 1, 2013- May 1, 2014

NOTE: All Tuition Payments are processed through FACTS Management



There are two payment options to choose from in making your monthly payment:

- Withdrawal on the 1st of each month (Full Monthly Payment)
- Withdrawal on the 15th and last day of the month. (Monthly Payment divided by two)

Tuition Collection

- Each tuition payment is due in accordance with your signed FACTS agreement and chosen option.
- Any payment not available for the scheduled electronic withdraw or returned for Non-Sufficient funds is subject to a \$25.00 late fee. This late fee will be deducted with your next payment.
- If an ACH payment returns for Non-Sufficient Funds, FACTS charges a \$30.00 return payment fee. If there is a credit card payment that returns as

Non-Sufficient Funds or Do Not Honor, FACTS charges a \$30.00 return payment fee also. Families are notified if this is assessed and the return payment fee processes 5 days after the payment returns.

4. Any family that is (3) payments behind and has not contacted the Business Manager to make arrangements for payment will be notified in writing and a request may be made that your child/children not return to school until the debt has been settled and the tuition is current.
5. In the event your account (tuition payments) becomes delinquent and is turned over to an attorney for collection, you will be responsible for all costs of collections, including all court costs, private processing fees, and attorney's fees of 30% of the amount due. By enrolling your child/children in the school, you agree to these terms and agree that 30% attorney's fees are reasonable, as the school must pay its attorney that amount to undertake collection of delinquent accounts.

Parishioner Status Sister will notify you if any change

Past Due Account No Change

Parishioner Status

To receive parishioner tuition rates you must:

1. Be registered in a Roman Catholic parish in the Archdiocese of Baltimore.
2. Use church offering envelopes on a regular weekly basis.
3. Fulfill parishioner service hours or other requirements set forth by the pastor.

Parishioners of Our Lady of Hope and all other parishes are required to fulfill a designated number of volunteer service hours as stipulated by the pastor of Our Lady of Hope parish.

Past Due Accounts

A student will not be admitted to school at the beginning of the school year if the previous year's tuition has not been paid in full by August 1. Re-registration in the spring of the year does not guarantee admission if there is an unpaid tuition balance. This policy is non-negotiable.

Our Lady of Hope/St. Luke School reserves the right to exclude a student(s) for a period of up to five (5) days if financial obligation, as agreed to in writing at the time of registration, has not been met by parent(s) or guardian(s). During the course of this exclusion period, it is the responsibility of the parent(s) or guardian(s) to contact Our Lady of Hope/St. Luke School and settle the debt. If, at the end of the five day exclusion period, the financial obligations have not been met, the student(s) will be dismissed.

We also reserve the right not to release any transcript or academic records to another school until all financial obligations to Our Lady of Hope/St. Luke School have been met. **End of Year Progress Reports** will not be given to students if all financial obligations have not been met.

HEALTH / SAFETY ISSUES

Health Information Requirements

A registered nurse is employed at the Our Lady of Hope campus. When a child becomes ill during the day, the nurse makes the necessary arrangements with the parents for the child's transportation home. Limited first aid for injury or illness is administered in accordance with the Baltimore County Health Department Policy.

AHERA (Asbestos Hazard Emergency Response Act)

The school enforces and communicates yearly the regulations regarding asbestos management from the state and federal health departments. The Asbestos Management Plan for each campus is located in the principal's office at the Our Lady of Hope Campus. Parents have the right to review the plan.

MD State Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.

The following are the immunization requirements for pupils entering any grade in a Maryland public or private school: Maryland State Law requires children in grades K-8 to provide proof of immunizations against DPT, Oral Polio, Rubella, Measles, Varicella and Hepatitis B.

Vision and Hearing Screening

According to Baltimore County guidelines, students at specific grade levels annually participate in vision and hearing screening. A parent may request screening for their child if they have a concern. Parents of students who do not pass the screening process are notified by Baltimore County.

Dispensing Medications

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should included the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. Students may not possess, dispense or distribute medication on their own. All medication

must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a zip lock bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurses' office.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions are necessary to report:

Measles – regular or German	T.B
Meningitis	Whooping Cough
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Pediculosis (head Lice)	Virus Infection (AIDS and all other symptomatic infections)
Adverse reactions to Pertussis Vaccine	
Lyme disease	
Chicken Pox	

Any student with drainage from eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over. Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. A child must be examined by school personnel before he/she can return to class.

Other Health Issues

1. Complete physical examinations are required prior to entrance into school. Dental examinations are requested prior to entrance into school. Dental examinations are requested prior to the fourth grade.
2. Hearing and vision screening of various grades will be done during the school year.
3. Parents must inform the nurse and/or school authorities about any health problems.
4. In the absence of the nurse, a designated employee of the school is responsible or distribution of medication.
5. In the absence of the nurse, a volunteer may staff the health room.
6. Any child with a temperature of 100 degrees will automatically be sent home.
7. The nurse will notify the student's parents/guardians by phone or in writing of any injury or symptoms of illness that are an emergency by nature or may need further evaluation. A daily log documenting illnesses, injuries and administration of medications is kept.

Serious Injury

If any injury to the head or any other serious injury occurs to a student, the nurse will call

the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an extreme emergency, the school will contact police/ambulance for assistance.

Insurance

The school provides the option for parents to purchase student health insurance for their children at the beginning of each school year.

Allergies/Medication Orders

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after June 1. If the student carries an EPIPEN with them, the physician's order must state this requirement.

Blood borne Pathogens

To insure the health and safety in the school community, the school complies with all Maryland Occupational, Safety and Health Regulations. A complete Blood borne Pathogens Standard Exposure Control Plan has been established by the school and is located in the principal's school office at the Our Lady of Hope Campus.

Radon and Lead

The school follows all Maryland State Regulations regarding the testing of radon in the air and the lead in water. All information is available in the principal's office at the Our Lady of Hope Campus.

Child Abuse

A school employee or volunteer who has reason to believe that a student has been abused, reports immediately to the local department of social services and the police. The principal is informed that such action was taken.

If the suspected abuser is a priest, deacon, employee or volunteer of the Archdiocese, a report is also made to one of the Archbishop's designees.

The following are the legal definitions that the school uses as guidelines:

- A. Abuse means:
 - a. The physical or mental injury of a child...under circumstances that indicate that the child's health or welfare is harmed or at risk of being harmed, or
 - b. Sexual abuse of a child." (House Bill 630, 1994)
- B. "Mental injury means the observable, identifiable and substantial impairment of a child's mental or psychological ability to function." (House Bill 630, 1994)

- C. “Neglect means the leaving of a child unattended or other failure to give proper care and attention to the child.” (House Bill 630, 1994)

Child Safe Program - Child Abuse/Sexual Assault Awareness Program

The Child Safe Program is a child abuse prevention/sexual assault awareness program conducted through Catholic Charities Continuum. This program is designed to meet the personal safety needs of children from preschool to high school. Once a year, the Child Safe Coordinator will provide workshops to children. Parents must give written consent prior to the child’s participation.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the school office, sign in, and receive a Visitor/Volunteer badge before proceeding to other parts of the school building.

Playground/School Supervision Provisions

Procedures for Grades K-8: Two teachers on playground duty at lunch time. Each grade level is assigned a specific play area.

POLICY STATEMENT REGARDING RESPONSIBILITY FOR CHILDREN BEFORE AND AFTER SCHEDULED SCHOOL HOURS

In compliance with the Archdiocese of Baltimore, Our Lady of Hope/St. Luke School - admits students at 8:05 a.m. and dismisses students at 2:45 p.m. On regularly scheduled early dismissal days, students are dismissed at the time listed on the calendar.

The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents which may occur. Parents are advised, therefore, to follow the stated times for arrival and dismissal for the safety of their children.

STUDENT SERVICES

ARD Referral Process

If a child is not progressing academically, the school may ask the parents to initiate, or the parent may initiate on their own, the process to request professional assistance from their local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child’s home school (the private school must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary. *[Federal Law requires implementation of an IEP only in the public sector].* However if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), the OLH/SLS

administrator will consult with the parents to determine the most appropriate academic placement for the child. Throughout the process to determine if the child is eligible for special education services, every effort will be made by the OLH/SLS staff to complete the required paperwork, to attend the ARD meetings and to support the parents. The Administration or Designee is responsible for the ARD process at OLH/SLS. In order to facilitate this process, parents should inform the school administration prior to initiating the ARD process on their own.

After School Care

Students are to be picked up promptly at 2:45 p.m. Parents should meet their children outside of the building. Please do not block the exits or the hallways. Students may not play ball, tag, etc. after school on the grassy areas near the building.

Playcenters Inc. offers after school care for students. Students may remain in school and must be picked up by 6 p.m. There is a cost to the parent for this service. You must contact Playcenters (410-296-4880) to register your child prior to his/her admittance.

Cafeteria, Lunch, Milk

A government hot lunch program is available for the students on each full school day. Orders are taken daily for hot lunches. Applications for free or reduced lunches must be completed each year. Forms are sent home during the first week of school. You are encouraged to take advantage of this program, if you are eligible. Your taxes have paid for this program. The more participation we have, the greater is our reimbursement. Lunch, beverage and snack prices are published in the August/September Newsletter.

If your child brings a lunch box/bag, please see that the CHILD'S NAME AND GRADE are on the outside. This is an important habit to start and continue throughout the entire year. If a child forgets his/her lunch, he/she may obtain an I.O.U. from the cafeteria and repay it the next school day. **No carbonated drinks and no glass bottles or containers are allowed in school. FAST FOOD LUNCHES MAY ONLY BE BROUGHT TO THE CAFETERIA ON A STUDENT'S BIRTHDAY.**

Extra Curricular Activities

Student organizations include the following: School Partnerships, National Junior Honor Society, Student Council, Choir, Band, Altar Servers, and Safety Patrol. Various other clubs are open to middle school students.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip if the permission form signed by the parent/guardian is returned to the teacher by the specified date. All required fees must accompany the permission slip. A teacher may schedule an in-school field trip experience.

If, for some extraordinary reason, a student is unable to attend the field trip, the student is expected to attend school on the field trip day. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from a trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. **However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed to participate.** Parents not selected as chaperones, may not be permitted to join the class at the trip destination because of a restricted number of allowed chaperones. Check with the classroom teacher to find out if the field trip destination permits “extra” adults. Students are required to ride the bus, to and from, the trip destination (The one and only exception to this rule is the culminating field trip to Hershey Park). All school rules are in effect during the field trip experience and are expected to be followed. **All chaperones must complete STAND training.**

Guidance

Guidance counselor, administrators and teachers counsel and strive to meet the needs of students. The guidance counselor does individual, small groups and full class counseling activities. Guidance services are on a short term basis. If a student needs the attention of a specialist or long term counseling, referrals are made to outside agencies.

STUDENT DRESS CODE

Every student must be in complete uniform at all times. A written note from parents will be required to excuse a student for not wearing the school uniform. The following is the required dress code for student in grades K-8. Dennis Uniform is the company for the school. Items are to be purchased through this company. You may contact Dennis Uniform Company at 410-869-4682 or on-line at www.dennisuniform.com.

BOYS GRADES K-5

- Pants: Navy blue dress pants with plain **dark** belt. No denim, no outside pockets.
- Shirts: Knit shirt, white, short or long sleeve. Shirts **MUST** be tucked into the pants.
- Sweater: Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.
- Shoes: **Dress shoes** in black or brown. (No leather sneaker or any type of sneakers, no boot type shoes, no high tops, no Vans no moccasins.) No higher than ½” heel or sole. Sperry Bluefish acceptable.
- Socks: Navy or white crew or tube. **No sport socks.**
- Jewelry: The only jewelry that is permissible is a watch, religious medal, or small crucifix (no larger than 2”) and one ring. **EARRINGS, NECKLACES, AND BRACELETS OF ANY KIND ARE NOT PART OF THE SCHOOL UNIFORM.**

Optional Winter Uniform may be worn November 1- March 31.

White turtleneck may be worn with sweater or navy sweatshirt with a school logo.

Optional Summer Uniform may be worn first day of school – October 15 and May 1- the end of the school year.

Pants: Navy blue shorts with dark belt –Must be purchased from Dennis Uniform Company.

Shoes: School regulation shoes or **all-white** leather tennis shoes

GIRLS GRADES K-5

Option 1: Plaid jumper (Dennis Uniform Company only). This has to be worn with a white blouse, Peter Pan collar, short or long sleeve- **WHITE ONLY**.

Option 2: Solid navy blue skort worn with white polo shirt, monogrammed with the school's logo.

Both options 1 and 2 require a length NO SHORTER THAN THE TOP OF THE KNEE CAP.

Option 3: Navy blue uniform dress pants with dark belt. This has to be worn with a white, Peter Pan collar shirt (long or short sleeve) and a school vest.

Socks: White crew socks – **No Sports Socks**. Navy blue or white knee highs or tights.

Shoes: Dress shoes in black, brown or saddles. No leather sneakers or any type of sneakers, no boot type shoes, moccasins or high tops. No higher than ½" heel or sole. Sperry Bluefish acceptable.

Sweaters: Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.

Jewelry: The only jewelry that is permissible is one pair of post earrings worn in the ear lobe only, a watch, religious medal, or small crucifix (no larger than 2") and one ring. **HOOPS OR DANGLING EARRINGS, NECKLACES, AND BRACELETS OF ANY KIND ARE NOT PART OF THE SCHOOL UNIFORM.**

Optional Winter Uniform may be worn November 1- March 31.

White turtleneck may be worn with school vest, sweater or navy sweatshirt with a school logo.

Optional Summer Uniform may be worn first day of school – October 15 and May 1- the end of the school year.

Pants: Navy blue shorts with dark belt –Must be purchased from Dennis Uniform Company.

Shoes: School regulation shoes or all white leather tennis shoes.

BOYS GRADES 6-8

Pants: Navy blue dress pants with plain dark belt. No denim, no outside pockets

- Shirts: Knit shirt, white, short or long sleeve. Dress shirt, white short or long sleeve. Shirts MUST be tucked into the pants at all times.
- Ties: Any color with dress shirt.
- Sweater: Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.
- Shoes: **DRESS** shoes in black or brown. (No leather sneaker or any type of sneakers, no boot type shoes, no high tops, no Vans, no moccasins.) No higher than ½ '' heel or sole. Sperry Bluefish acceptable.
- Socks: Navy or white socks (crew or sport). **Socks must be visible and reach the bottom of the ankle bone. No trim or logos should be visible.**
- Jewelry: The only jewelry that is permissible is a watch, religious medal, or small crucifix (no larger than 2'') and one ring. **EARRINGS, NECKLACES, AND BRACELETS OF ANY KIND ARE NOT PART OF THE SCHOOL UNIFORM.**

Optional Winter Uniform may be worn November 1- March 31.

White turtleneck may be worn with sweater or navy sweatshirt with the school logo.

Optional Summer Uniform may be worn first day of school – October 15 and May 1- the end of the school year.

Pants: Navy blue shorts with dark belt – must be purchased from Dennis Uniform Company.

Shoes: School regulation shoes or **all-white** leather tennis shoes.

GIRLS GRADES 6-8

- Option 1: Plaid skirt (Dennis Uniform Company only) – 1 style. This can be worn with a white dress shirt (short or long sleeve) and a school vest. The dress shirt **MUST** be tucked into the skirt.
- Option 2: Plaid skirt (Dennis Uniform Company only) – 1 style. This can be worn with a white polo shirt, monogrammed with the school's logo. This banded waistline shirt can be worn un-tucked.
- Option 3: Solid navy blue skort worn with white polo shirt, monogrammed with the school's logo. This skort can be also worn with the wide banded waistline shirt.

All three options require a length NO SHORTER THAT THE TOP OF THE KNEE CAP.

- Socks: White socks (crew or sport). Navy blue or white knee highs or tights. . **Socks must be visible and reach the bottom of the ankle bone. No trim or logos should be visible.**
- Shoes: **DRESS** shoes in black, brown or saddles. No leather sneakers or any type of sneakers, no boot type shoes or high tops, no moccasins. No higher than ½ '' heel or sole. **CLOGS OR BACKLESS SLIP-ON SHOES ARE NOT PERMISSABLE.** Sperry Bluefish acceptable.
- Sweaters: Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.

Jewelry: The only jewelry that is permissible is one pair of post earrings worn in the ear lobe only, a watch, religious medal, or small crucifix (no larger than 2”) and one ring. **HOOPS OR DANGLING EARRINGS, NECKLACES, AND BRACELETS OF ANY KIND ARE NOT PART OF THE SCHOOL UNIFORM.**

Optional Winter Uniform may be worn November 1- March 31.

White turtleneck may be worn with school vest, sweater or navy logo sweatshirt.

Optional Summer Uniform may be worn first day of school – October 15 and May 1- the end of the school year.

Pants: Navy blue shorts with dark belt –Must be purchased from Dennis Uniform Company.

Shoes: School regulation shoes or all white leather tennis shoes.

GYM UNIFORM K-8 GIRLS AND BOYS

Gym uniforms must be worn to school on gym days.

Winter Gym Wear

Navy or gray sweats – sweatshirt and long sweat pants. **Both top and bottom MUST be the same color.** Students may choose to wear an Our Lady of Hope/St. Luke gym T-shirt only with sweatpants. These shirts are available at Dennis Uniform Company. The required gym T-shirt is not a team or spirit wear shirt. White socks and tennis shoes are also part of the gym uniform. **Socks must be visible and reach the bottom of the ankle bone. No trim or logos should be visible.**

Summer Gym Wear

Students may continue to wear navy or gray sweat pants with an Our Lady of Hope/St. Luke gym T-shirt. They may choose to wear **SOLID** navy blue shorts. **Bikers, silkies, or logo shorts are NOT appropriate choices.**

HAIR STYLES AND GROOMING

Hair styles must conform to school policy. Suitability of hair style is determined by the administration. Traditional hair styles are the only accepted choices. **Boys’ hair may not touch the eyebrows, ears or collar of their shirts.** No shaved heads. **HAIR DYE IS NOT PERMISSIBLE.** If the homeroom teacher determines that coloring or streaking is probable, the student will be sent to the administration for verification. If the principal verifies the teacher’s assessment, a parent conference with administration and teacher will then be scheduled. At that conference, a deadline for the reversal of the process will be established.

Acrylic nails, nail polish, and/or make-up are not part of the uniform. Lip gloss is not allowed.

SPIRIT WEAR

Spirit Wear consists of a shirt with the school name (gym shirt, field day shirt, etc.) and jeans. Tennis shoes may be worn on “Spirit Wear” days.

OTHER HANDBOOK ISSUES

Lost and Found

The School is not responsible for personal articles. **All articles of clothing, lunch boxes, book bags, etc. are to be identified with the student’s name clearly visible on them.**

Money

Money brought to school for payment of lunch, book clubs, fundraisers, etc. is to be placed in an envelope and clearly labeled and should include the student’s name and homeroom.

Electronics

Students may not bring video games or electronics of any kind to school, unless given permission by the teacher for a specific activity. The school assumes no responsibility for lost or stolen electronic items.

Cell Phones

If a parent/guardian wants their child to have a cell phone for after school transportation, etc. the homeroom teacher is to be notified in writing and the cell phone is to be kept by the homeroom teacher during school hours. The homeroom teacher assumes no responsibility for lost or stolen electronic items. Students are encouraged not to bring a cell phone to school. If a cell phone is taken from a student, a parent/guardian may pick it up in the school office on the next school day.

Calendar

The school establishes its own calendar for the school year. This calendar includes a minimum of 175 instructional days including those days stipulated by the Division of Catholic Schools.

Right to Amend Handbook

Our Lady of Hope/St. Luke School reserves the right to revise the contents of any related policies, procedures and practices herein outlined in this handbook.

Parental Support/Compliance

In cases where parents’ views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parent’s child/children withdraw from the school.



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Receipt of Handbook

I have received a copy of the Our Lady of Hope/St. Luke School Parent/Student Handbook. I have carefully read and understand the policies and regulations.

Please return to school by September 6th, 2013.

Student Signature: _____

Parent/Guardian Signature(s): _____

Date: _____