



OUR LADY OF HOPE/ST. LUKE SCHOOL

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Parent/Student Handbook 2023-2024

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## **OUR LADY OF HOPE/ST. LUKE SCHOOL PARENT/STUDENT HANDBOOK**

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 to come unto me” will bless the efforts in His name.

Our Lady of Hope/St. Luke School is a co-ed elementary school for grades Pre K 3 – Grade 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Our Lady of Hope/St. Luke School is not required to adopt any rule, regulation, policy or personal accommodation that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the administration or guidance office. Religion is required for each year a student attends OLH/SLS. All students enrolled in OLH/SLS must attend religion classes and services.

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.

OLH/SLS reserves the right to amend the Parent/Student Handbook and parent(s) /legal guardians will be notified of any changes made. The Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

### **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 learn in an academically challenging environment, rich in spiritual growth.

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

## **MESSAGE TO PARENTS**

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person(s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate that Catholic education is a privilege that many people do not have
- to keep the school updated regularly regarding medication in a timely manner
- to provide the school with any updates regarding a change in family life or living conditions (divorce, change in custody, change in address or phone and emergency contacts)

## **GENERAL INTRODUCTION**

The following directives and procedures will constitute policy for Our Lady of Hope/St. Luke School. It is our sincere hope that these guidelines will serve as a practical guide to you and thus strengthen the bonds of mutual cooperation between home and school.

### **History**

Our Lady of Hope/St. Luke is a Catholic 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 fewer than 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.



## **Administration**

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

## **Calendar for the School Year**

The calendar for the school year is available on the Our Lady of Hope/St. Luke School website.

## **Administration**

Principal – Sr. Irene Pryle, S.S.N.D.

Administrative Asst. – Mrs. Connie Beam

Pastor of Our Lady of Hope Church and St. Luke Church – Fr. Kevin Mueller

Business Manager – Mrs. Alma Lukanich

## **Faculty/ Staff**

Mrs. Stephanie Vogan - Pre-K 4/Director

Ms. Jillian Vogan - Pre-K3

Ms. Raven Clark – Pre K Assistant

Mrs. Amy Harris – Pre K Assistant

Ms. Amy Cote – Kindergarten

Mrs. Sylvia Wass – Kindergarten Assistant

Mrs. Brenda Harbert – Grade 1

Mrs. Karen Adolfo-Vida – Grade 1 Assistant

Mrs. Janet Myers – Grade 2

Mrs. Jean Price – Grade 3

Mrs. Jamie Heckner – Classroom Assistant

Mrs. Katelynn Kelley – Classroom Assistant

Mrs. Gabrielle Burton – Grade 4

Ms. Rachel Gerb– Grade 5

To be announced – Grade 6

Mrs. Beth Dousa - Grade 7

Sr. Joan Pikiell, SSND– Grade 8

Ms. Ginny Gue – Middle School ELA

Mrs. Loreta Bradunas – Middle School ELA/Makerspace

Mrs. Linda Kafka, R.N. – Nurse

To be announced– Spanish

Mrs. Cathy Newman - Art

Mr. Roger Tennant – Phys. Ed.

Mrs. Taylar Powis – Music/Library  
Ms. Kate Dannals - School Counselor  
Mr. Don Neville –Maintenance  
Mrs. Candy Richardson – Cafeteria Mgr.  
Ms. Juliette Vogan – Cafeteria

### **School Board**

Our School Board is an advisory board subject to the regulations of the Archdiocese of Baltimore. Its primary responsibility is to ensure that the assets and personnel of the school are used to promote and strengthen the school and parish community. The board supports Archdiocesan policies and procedures regarding finances, advancement, marketing, building and grounds, and other areas of corporate management. The board develops and oversees implementation of the school's strategic plan.

The members of the school board are:

Mr. J.D. Urbach, Chair

Members: Rev. Kevin Mueller, Sr. Irene Pryle, SSND, Barbara Aupperley, Joan Caskey, Dr. Hollie Brannan, Bonnie Kellner, Caroline Kogler, Eric Oppel, Verna Patti, Greg Remeikis, Heather Sekora, Alma Wills, Cheri Whitaker, Donna Naylor, Karen DiPasquale, Michael Remeikis, Christine Hollens, John Brummet

### **School Family Association**

The SFA is an organization that focuses on bridging the gap between parents and the school by investing our time, talent, and resources into our school families. Our goal is to create a welcoming atmosphere, offer a variety of fundraisers and numerous entertaining activities, while identifying opportunities for spiritual, educational, social, and public outreach initiatives.

We truly look forward to working together to improve our school community and foster the mission and vision of Our Lady of Hope/St. Luke School.

The School Family Association officers are John Henderson, Donna Patterson, Krystle Sullivan, and Monica Cave. The School Family manual is linked below:

[https://drive.google.com/file/d/1ULei\\_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view](https://drive.google.com/file/d/1ULei_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view)

### **VIRTUS**

Our Lady of Hope/St. Luke School adheres to the Archdiocesan policy known as "VIRTUS" regarding the screening and training of volunteers and employees who work with children. Register as an OLH/SLS volunteer at [www.virtusonline.org](http://www.virtusonline.org).

## **ACCREDITATION**

Our Lady of Hope/St. Luke School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Our Lady of Hope/St. Luke School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

## **EDUCATIONAL PROGRAMS**

### **Core Curriculum**

The curriculum is organized according to the Course of Study set forth by the Archdiocese of Baltimore, Division of Catholic Schools and the Maryland State Department of Education. The Course of Study is predicated upon content standards promulgated by national organizations of experts in various disciplines. From this perspective, OLH/SLS educates students in reading, English, writing, mathematics, science, social studies, Spanish, technology, physical education, health, and art. Textbooks and instructional materials are selected to support instructional objectives and are current. Religious instruction centers on providing the student with opportunities to experience God's love through prayer, scripture, sacraments, and love of neighbor. Religion is an integral part of the instructional program at OLH/SLS. All students are expected to participate in religion classes, liturgical services and activities. Parents are invited and encouraged to attend all services. In addition, the family life program is offered to students in kindergarten through eighth grade.

**Kindergarten Program** – Our kindergarten program addresses the needs of the whole child. Designed to enable each child to succeed at his or her own ability level, the kindergarten program fosters an eagerness for learning while addressing each child's needs in a positive, loving environment.

**Grades One through Three** – Classes in grades one through three are primarily self-contained. Areas of instruction include: religion, family life, language arts (reading, phonics, spelling, English, writing, handwriting), mathematics, social studies, and science. Students are instructed in the areas appropriate for each grade level. Subjects such as Spanish, technology, physical education, art, library and music are taught by special area teachers.

**Grades Four through Eight** – In grades four through eight instruction occurs departmentally in the following areas: religion and family life, language arts (reading, English, vocabulary/spelling, library Gr. 4 & 5, writing), mathematics, science, social studies, Spanish, technology, physical education, art and music.

### **Catechesis for Family Life**

As an integral part of our faith formation curriculum we teach Catechesis for Family Life as required by the Department of Catholic Schools. This age appropriate program about Christian living, chastity, character formation, and safe environment promotes communication between you and your child. You are encouraged to review the program materials. After reviewing the

program if you have any questions please contact the teacher or call the office. In compliance with Archdiocesan directives for Catholic Schools, a comprehensive program for human sexuality is provided to all students.

## **Academics**

### **Promotion Requirements**

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

### **Retention**

Students who do not successfully complete required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

- By the end of January, the teacher, principal, and student (if applicable) review the student's work performance to date and discuss the possibilities of their success for the remainder of the school year. This meeting is followed by written communication to be signed by the parents summarizing the meeting.
- No later than March of the school year, the school informs the parents in writing of the possibility of the student being retained.
- The teacher continues to provide all assistance possible and regularly discusses student's progress with the parents
- By April, the school informs the parent in writing of its decision regarding retention. All written communication regarding retention is maintained in a confidential file.

**Note:** The school reserves the right to make the final determination of promotion or retention.

### **High School Admissions Preparation**

There will be an eighth grade parent meeting at the beginning of the school year to assist parents in the high school search and application process. At that time pertinent materials will be provided. All guidelines must be followed. An Archdiocesan High School Regional Fair is scheduled to expose middle school students to local Catholic high schools. Eighth graders are allowed two "shadow days" of their choice. Shadow days are excused absences and do not count against Perfect Attendance.

**Note:** The school will mail the student's referral form and school records to the high schools the student has chosen to attend.

## **Graduation Requirements**

In order to graduate, students must complete the Course of Study prescribed by the Archdiocese of Baltimore. In addition to the academic promotion requirements for eighth grade, student behavior must be in accordance with our school expectations as stated elsewhere in this handbook. The school reserves the right to determine graduation eligibility. All financial obligations must be fulfilled, and the school reserves the right to hold academic records and withhold graduation privileges if financial obligations are not met.

## **High School Acceptances**

High School acceptances are always conditional, contingent upon the receipt of a transcript indicating the successful completion of the academic year.

## **Academic Awards**

### **Grades 3-8**

**Students in grades 3-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria.**

#### **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 (Second Honors)**

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

#### **Honor Roll (Third Honors)**

- 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.

## **Progress Reports**

The school adheres to the grading system prescribed by the Archdiocese of Baltimore, Division of Catholic Schools. PowerSchool computerized progress reports are distributed three times a year. The progress report envelope should be signed and returned promptly. Dates of distribution of progress reports will be noted on the monthly calendar. A parent conference is required for the distribution of the first progress report each year.

## **Interim Reports**

In light of the information available through parent access provided to parents through PowerSchool interim reports for students in Grades 1-8 will be sent halfway through each trimester. The interim report affords parents and guardians ample time to help their child improve their performance prior to progress reports. Parents of students in Pre K and Kindergarten will

receive frequent communication regarding their child's progress. A parent teacher conference will be scheduled by the teacher as needed. Parents are encouraged to request a conference if they have any questions or concerns.

## **Testing Program**

### **Standardized Testing**

- a) All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.
- b) Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring.
- c) Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

### **ACRE**

All students in grades 5 and 8 are given the ACRE (Assessment of Child/Youth Religious in Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

### **Parent/Teacher Conferences**

Teachers are partners with parents in the students' education and welcome conferences as an educational tool to assist with this process. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore, the parents should first contact the teacher involved and then, if necessary, teacher and parents should go to the principal. However, parents are not permitted to interrupt teachers either before school or during class hours without checking in at the office. **TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY. Parents are not permitted to go to classrooms in the morning. Teachers are involved with the students at this time.**

**When visiting a classroom at any time of day you must first sign in at the school office. Each visitor must have a visitor pass.**

Teacher email addresses are available on the website [olhsl.com](http://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.

### **Back to School Night**

Parents have the opportunity to receive an explanation of the policy and procedures for each homeroom during the Back-to-School Open House scheduled annually during the first month of school. An outline of the projected specific curriculum for each grade along with copies of classroom policies and procedures are provided.

### **Personal Student Work Habits**

- Written assignments must be neat, legible, and complete.
- No wrinkled, torn, or rough edges on paper will be accepted. Sloppy work, or work with misspellings, obvious erasures, or items crossed will be returned to the student to be redone. The excellent quality of work handed in should reflect student pride in him or her.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a library book to read.
- At all levels, students are required to do homework.
- Homework is important for the reinforcement of skills, for developing good study habits, and for developing a sense of responsibility.
- Specific classroom procedures and expectations are determined by the staff annually and communicated to the parents via letter or at the Back-to-School meeting.

### **PowerSchool Parent Access**

The PowerSchool Student Information System provides for Parent Access to current, ongoing student academic progress. This provides parents with an excellent means for monitoring student progress, including late or missing work. Parents are granted an access code of their children's grades for students in Grades 3-8 at the beginning of the school year. In accordance with school financial policies, OLH/SLS reserves the right to withhold Parent Access until all tuition, fees, and other obligations to OLH/SLS are current. Parents are responsible for staying current with grades and assignments on PowerSchool.

### **Homework**

Homework is important for the reinforcement of skills and for developing good study habits and a sense of responsibility. Short and long term assignments, may be given to students as part of the homework assignment. Parents and guardians are expected to see that their children fulfill their homework responsibilities. Students in K-3 will often need a parent/guardian help and

encouragement with the homework assignments. Students in Grades 4-8 should show their parents their completed homework. Students are expected to complete all assigned homework. If home assignments cannot be completed because of extenuating circumstances (e.g. sickness in the family, death of a relative, etc.) students may be permitted to defer doing the prescribed work. A written explanation should be provided to the teacher in order to obtain this permission.

At all grade levels, homework may be included in determining grades on progress reports. Failure to complete homework in an appropriate manner may result in a lower grade. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation. A conference may be required.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Reviewing the assigned work with the child
- Providing a quiet, well-equipped place
- Providing assistance to the child as needed
- Emphasizing with the child the need for study
- Assuring the return of the homework to school
- Helping their children plan their time so as to complete long-term assignments by the due date
- Checking teacher's webpages for homework assignments
- Checking children's progress on PowerSchool (grades 3-8)

### **Textbooks and Materials**

Books are expensive to purchase and must be well cared for. All hardback books must be covered with book covers and kept in good condition. All books should be labeled with the student's name and grade. No other writing is permitted anywhere on book covers or in textbooks. Workbooks should be completed neatly. There should be no extra "doodling" in workbooks. Students are responsible for the possession and care of their books. If a lost book is not found within one week, or if damage is done to books, the parent is responsible for purchasing a new book. The school will provide information needed to order.

### **Electronic Games or Devices/Trading Cards/Toys**

Students are not permitted to have electronic games, devices, or trading cards in school, Playcenters, or on field trips at any time. The school does not assume responsibility for lost or stolen electronic games or devices, trading cards, or toys.

### **High School Admissions and Visitation Policy**

Each school year, middle school students are invited to a High School Fair showcasing Catholic High Schools in the Archdiocese. Students in grades 6-8 are encouraged to attend. Each 8<sup>th</sup>



grade student may have three “shadow days” to visit a high school of his/her choice. Each 7<sup>th</sup> 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.

## **Student Records**

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy. These records consist of:

- Cumulative record of scholastic achievement
- Record of attendance
- Standardized test scores
- Health records

## **Transfers**

If you are transferring, notify the school office of the last day you expect your child/ren to be in attendance. A “Release of Records: form must be signed by the parent or legal guardian. Official school records will be sent directly to the new school as soon as a request is received, providing there are no outstanding financial obligations.

## **Records Policy (*Family Educational Rights and Privacy Act*)**

**Our Lady of Hope/St. Luke School** complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Parents who wish to request an amendment of the student's records should write to **Sr. Irene Pryle, SSND, Principal** and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance

o Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify **Sr. Irene** in writing by **September 19, 2023**.

- 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. 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.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by **Our Lady of Hope/St. Luke School** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

### **Support, Partnership, and Compliance by Families**

In cases of disregard of the direction of staff members, threats, or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parent, or other family members may be prohibited from entering the campus.

### **Acceptable Use Policy for the Internet and Technology Tools**

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

**Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect

**Unacceptable** uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.

- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

### **Web-based Services**

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities.

through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

## **Administration**

### **Crisis Intervention / Crisis Team**

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

### **Fire and safety drills**

In accordance with state law, fire and safety 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. Crisis safety drills include evacuation, reverse evacuation, lock-down, shelter-in-place, drop, cover and hold and other weather drills.

### **Change of Address**

Parents should notify the school office promptly of any change of address, telephone number, or place of employment. The school should be notified of any change of family status in regard to death, separation, divorce, or change of custody. All emergency numbers are to be kept current.

### **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.

### **Custodial Information**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Parents are the natural guardians of their children under the law. Both parents have equal rights and responsibilities for their children. These rights may be modified as families become separated and/or divorced. In some cases of separation and divorce, school personnel are asked to make decisions regarding the release of records, school visitation, or release of a child from school.

The following regulations have been developed to protect the safety and welfare of the child, maintain neutrality as much as possible regarding parental rights, and to provide a safe environment for the child.

### ***Custodial Parent***

- Has the obligation to provide a copy of any court order restricting the rights of the non-custodial parent relating to school matters.
- Is the legal custodian of the child through a court order. The child normally lives with this parent, is sent to school by this parent, and returns to this parent at the end of the school day.
- Receives day-to-day communication, correspondence, and other school-related information. Is welcome to visit school and review records according to school policy.
- Is notified when the non-custodial parent seeks school-related information.

### ***Non-custodial parent***

Depending on the custody order, the non-custodial parent may maintain certain parental rights after a separation or divorce has occurred. Unless there is a court order stating that the non-custodial parent may not receive school-related information, the non-custodial parent:

- Is entitled to receive copies of report cards, school newsletters, and other information that pertains to the child's education which is routinely available to the custodial parent. The non-custodial parent should request this in writing, and the custodial parent will be informed.
- Is welcome to come to school, review the student's records according to school policy, and be generally informed about the child's educational progress unless forbidden by a court order.
- May not take the child away from school without the consent of the custodial parent unless a court order designates a day and time.
- A court order granting reasonable visitation does not permit classroom visitation during the school day.

## **Child Abuse and Neglect Reporting Policy and Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. OLH/SLS policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

## **Change of Plans**

Students who are normally picked up by parents after school or who go to PlayCenters must have a written note from the parent/guardian if they are to go home in a way other than usual. (Example – After a dismissal, a student who is normally a car rider may go home in a car with a friend. They are not permitted to do so and will be required to wait in school until picked up by a parent as usual, unless we have a note in writing/email directing us to allow something different.

## **Emergency & Weather Related 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.

***SwiftReach*** 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. Current information is needed.

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



## **Communication to Parents**

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher in writing within one week after change is effective.

## **Non-Custodial Parent**

Emergency information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed by the custodial parent/guardian.

## **SwiftReach SwiftK12**

Communication between home and school is essential to student success. The communication process is facilitated in the following ways:

Keeping you informed is a top priority at OLH/SLS. That's why we have adopted the SwiftReach service which will allow us to send telephone, email, and text messages to you providing important information about school emergencies.

We will use an email distribution list to inform you of school events, sending the monthly newsletter, memos, calendars and lunch menus. Teachers will also communicate events in their classrooms through this same distribution list.

## **Non-Discrimination Statement**

The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
  - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
  - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
  - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

## Harassment Policy

### Policy

*It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.*

### *1. Scope*

*This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions,*

*or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.*

## **II. Prohibited Conduct**

- A. *For purposes of this Policy, “harassment” means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:***
  - (i) *Has the purpose or effect of creating an intimidating, hostile or offensive environment;***
  - (ii) *Has the purpose or effect of unreasonably interfering with an individual's academic performance; or***
  - (iii) *Otherwise adversely affects an individual's educational opportunities.***
- B. *Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.***

## **III. Procedure**

- A. *Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.***
- B. *Individuals are encouraged to report harassment early, before it***

*becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.*

- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.*
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.*

### **Bullying Policy Statement**

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of 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 bullying prevention, intervention, and response.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

*“Bullying, harassment, or intimidation”* means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. 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:
  - i. 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, familial status, or physical or mental ability or disability; or
  - ii. Is sexual in nature; or
  - iii. Is threatening or seriously intimidating; and

- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

*Electronic technology* means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

*Retaliation* means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment, or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment, or intimidation within five (5) business days after the incident is reported.

Reporting forms are located in the main office and on the school's website.

### **Application Process**

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. For early admission to kindergarten, the student is required to be tested by his/her local home public school. Upon review of the test results, student placement will be determined.
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 latest report card (grades 2-8)
  - e. Required fees
  - f. 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.
  - g. A signed release of records form to allow record transfer of records from previous school (if applicable) or a transfer packet from the previous school.
  - h. Legal documentation of custody status (if applicable)

### **Admission Requirements**

Students are accepted for admission based on their ability to be successful in the academic program offered by our school. They must be able to work within the existing math and reading structure offered at their particular grade. Students must be committed to support and uphold the code of behavior and discipline, and parents must be supportive of school policies. Students are expected to actively participate in all class, projects, liturgical celebrations, and school activities. All new students are probationary for one year.

## **Registration Policy**

Parents wishing to register their child(ren) must make an inquiry on the olhsl.com website which will be followed up by contact from the enrollment director.

## **Probation Policy (for new students)**

All new students are probationary for one year. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Additionally, the administration reserves the right to place any student on probation. A student's academic and behavioral progress, including attendance, is evaluated at the end of each marking period.

## **Waiting Lists**

If a grade is full, a waiting list is established. It is the policy of OLH/SLS that preference be given to Our Lady of Hope and St. Luke families as long as other requirements are met. Parents will be notified about openings in the order they are on the list. The following caveats apply: siblings are accepted first, then parishioners, then other students.

## **Withdrawal**

Parents are required to notify the principal, in writing, as soon as the decision is made to withdraw their child/ren. Parents are responsible for tuition for each month that the student is enrolled in school.

## **FINANCIAL OBLIGATIONS**

### **Tuition and Fees**

Each year tuition rates are approved by the School Board. The tuition for each child is "at cost". When calculating tuition, the school applies funds received through the Maryland Nonpublic Student Textbook Program to help offset the expenses for student books, thereby reducing the total amount charged to parents/guardians.

### **Tuition Schedule**

Tuition Payment Plans:

Gr. K-8 11 payments July 1, 2023 - May 1, 2024

Pre-K only 9 payments for Sept 1, 2023- May 1, 2024

**NOTE: All Tuition Payments are processed through FACTS Management**



1. Each payment is due in accordance with your signed FACTS agreement and chosen option.
2. 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.
3. 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 Mrs. Alma Lukanich 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.

**All families are required to perform-Minimum ten (15) service hours.**

### **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.

**All families are required to perform-Minimum fifteen (15) service hours. Service Hours have been invoiced to your FACTS Management account per your contract with a due date of May 31, 2024. A credit will be applied to your FACTS account as service hours are completed.**

## **Attendance**

### **Absence**

Regular attendance is considered essential for learning at OLH/SL School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must email Mrs. Beam at [cbeam@olhsl.com](mailto:cbeam@olhsl.com) to report the reason for absence or use the reporting form on the school website. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and does affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignment or experiences for absent students.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

### **Absence Notes**

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities.

If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of students with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.



## 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 and may be reported to the Maryland State Department of Education.

## Lateness

Punctuality is necessary for all students and a pattern of tardiness or early dismissal will necessitate a conference with parents. Students may enter their homerooms at 7:50 am. **Any student arriving after 8:15 am is considered late and must report to the office for a late slip.**

Teachers will not admit students to their homeroom without this pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness. Please note that late arrival at school makes it difficult to perform to the best of their ability. The student does not have time to copy homework and complete the morning math drill; in addition, they disrupt the rest of the class when entering the room and thus will impact the learning of others.

## Transportation 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. Handicapped spaces are reserved and you must back into that space.
4. DO NOT block the **NO PARKING** area marked by the yellow lines.
5. 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 or the convent driveway
3. Exit slowly using the driveway in the center of the lot
4. Handicapped spaces are reserved and you must back into that space

## **Early Departure/Late Arrivals**

Early departures cause disruptions to classrooms and should only occur for emergency reasons. The school discourages early departures and requests that families arrange medical and dental appointments, etc. either after school hours, on Saturdays, or during vacation periods. Check the calendar for days when school is

**Regular Dismissal** - A full day of school constitutes a student being present from 8:15 a.m. to 3:00 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. If a student leaves between 1:45 p.m. and 3:00 p.m., the student is marked “Leaves Early”. If a student leaves before 1:45 p.m., the student is marked ½ day absent.

**Early Dismissal** - On a scheduled early dismissal day (11:45 am), the student must be present for a minimum of 2- ½ hours or will be marked absent for a whole day.

## **Family Vacations**

Absence from school during the academic year due to family vacations is ***strongly discouraged*** as it is disruptive to academic progress. Missed work and assignments may only be obtained upon return and students will be accountable for all work missed.

## **Birthdays and Invitations**

Birthday parties for children are not held in school; however, parents are welcome to send birthday treats for the whole class to be eaten as dessert at lunchtime. Please be sure that they are prepared as individual servings (cookies, cupcakes, brownies, etc.) with napkins that can be easily distributed by the birthday child. We encourage individually wrapped items. Please **do not send** whole cakes, sheet cakes, anything messy or that must be cut, separated, or eaten with silverware. The adults who are monitoring lunch must supervise the whole room and are unable to stay with one class to distribute treats. *The school reserves the right to suspend this privilege if the treats leave a mess or result in disruption.* Please do not send balloons, flowers, etc. to school as they will not be given to the student during the day.

Invitations may be sent to school only if all the children (or all boys, all the girls) in the class are invited to an event. In this way we will avoid the hurt feelings that inevitably occur if some are excluded.

## Cell Phones

Cell phones are not permitted to be used in school during the day. If a parent feels that, for the safety of the child, a cell phone is needed for after school, the phone must be turned in to the teacher first thing in the morning. **Any student found with a cell phone in their possession during the school day will have the phone taken away and must be picked up by the parent. If a second time occurs the phone may not be brought to school.** Cell phones should not be used at dismissal to determine dismissal arrangements. By then it is too late. The student should know their dismissal arrangements before coming to school. NOTE: The school does not accept responsibility for lost or stolen cell phones.

## Weather

It is expected that students will be appropriately dressed for the weather. Children who are ill enough to be kept in during recess periods should be kept home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. **Parents should not send a student to school who is ill or running a fever in the morning.** A student must be well enough to fully participate in outdoor play. A doctor's written note and sign request is needed for a student to be excused from physical education classes.

## 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 parents, 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.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

## **Behavior**

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

### **Classroom:**

- Students are to be on time to class.
- Students are to be prepared for class with all materials necessary for that class
- Students are to comply with uniform regulations in all classes.
  - 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.
  - Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway.
  - Students are to avoid any action that is distracting to the learning procedure under way in the classroom, especially harassing other students.
  - 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. They are to assist with routine classroom maintenance at the direction of their teachers.
  - 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.
- The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always enter and leave a classroom quietly.
- Access to internet is only allowed under the supervision of a faculty or staff member.
- Chewing gum is prohibited by students throughout the school at all times.

**Cafeteria:**

- Students are to follow directions of all lunch monitors.
- Students are to enter and leave the cafeteria quietly
- Students are to eat politely using good manners.
- Students are to speak quietly and respectfully to all persons.
- Students are to clean all personal materials and trash from tables and the floor, wipe tables, push in chairs, and leave the hall in the condition expected of parish buildings.

NOTE – The school reserves the right to isolate students from their peers and require that they eat lunch with another class and/or at another time if their lunchroom behavior is unacceptable.

**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:

*Disrespect in manner and/or language*

*Rowdiness*

*Using the property of others without permission*

*Dishonesty*

*Disruptive Behavior*

*Failure to have necessary supplies for class work*

*Dangerous Play*

*Rudeness*

*Vulgarity*

*Dress code violations*

*Gum*

*Harassment of any kind by word or manner*

*Possession or consumption of any drug or look-alike drug while at school or while attending a school function*

*Possession or consumption of alcohol while at school or while attending a school function*

*Possession of knives/weapons or look-alike knives/weapons*

*Possession of pornographic material(s)*

*Smoking/using matches/vaping/gummies*  
*Willful destruction of school property*  
*Leaving school property without permission*  
*Theft or extortion*  
*Fighting or threats of violence*  
*Harassment*

*After school activities are included in the definition of on-campus conduct.*

*When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if creates a substantial disruption, the school can take action relative to in-school discipline.*

## **Consequences**

Routine discipline procedures will be implemented in the following manner:

- The teacher will implement routine corrections within the classroom according to his / her classroom management routines and procedures.
- Inappropriate behavior may be noted in an email or on a note.
- A parent conference will be scheduled.
- If a pattern of inappropriate behavior continues, a disciplinary plan of action or contract may result.
- Continued non-compliance may result in expulsion.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion.

## **Detention**

The disciplinary procedures for an after-school detention are as follows: When a student receives a detention, a notice will be emailed to the parent(s) or guardian stating the date and time the detention will be served. This notice is to be signed by the parent(s)/guardian and returned to the teacher who issued the detention. The parent(s) or guardian will be responsible for transportation for after school detentions. If the student's behavior does not improve, the teacher will notify the parent(s) or guardian to arrange a conference.

## **Suspension**

### ***In-school Suspension –***

Students serving an in-school suspension will be assigned to a classroom away from his / her peers in which to work under the supervision of a staff member. The student will be given work to complete and will be responsible for its completion. He or she may receive zeros on missed

class work or tests at the discretion of the teachers. The parent, child, and teacher must meet with the administration before the student can be re-admitted to class.

### ***Out-of-school Suspension –***

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, not to exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement. All suspensions become part of a student's permanent record.

### **Expulsion**

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when, in the judgment of the administration, his/her conduct warrants it. Any expelled student forfeits all privileges of OLH/SLS students. The Administration reserves the right not to re-admit an expelled student at a later date. The parent or guardian is notified and a conference held immediately, Archdiocesan guidelines are followed. If a student is expelled the student is entitled to prompt review procedure established by the Department of Schools. A written request for reviews must be submitted to the Superintendent of Catholic Schools within 10 working days of notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

### **The Good Reputation of the School**

Students are responsible for the good name of the school. Students who bring discredit to themselves or Our Lady of Hope/St. Luke School's good name as a result of improper conduct outside of school will be dealt with in an appropriate manner when the misconduct becomes known to the school. The school reserves the right to discipline students for violations of school rules on school property, at school-related events, and for incidents occurring elsewhere of which the school becomes aware.

### **Review of Conduct**

The school also reserves the right to review the conduct of any student at any time and of all students on a yearly basis. Students whose conduct is poor and who do not contribute to the school in a positive manner can be asked to withdraw.

## **Search and Seizure**

Our Lady of Hope/St. Luke School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

## **Conflict Situations**

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and to avoid them. The goal is reconciliation. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

## **Grievance Policy**

Concerns should be first addressed with the teacher or person directly involved in the situation. If the issue is not resolved, the administration should be contacted. The administration will meet with all parties to try to resolve the situation. Final decisions rest with the administration of the school.

## **Health and Safety**

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

## **Crisis Emergency Plan**

In case of an emergency there are prescribed emergency procedures in place to ensure the safety of students, faculty, staff and others in the building. All faculty and staff review this process before the beginning of the school year. Drills are held during the school year. Please be sure that the school has several accurate contact numbers where you can be reached at all times.



Should there be an emergency requiring that students be picked up immediately, if at all possible, students will remain in the classrooms supervised by teachers until parents sign them out.

### **Maryland School 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 and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

### **Dispensing of Medication**

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 student's doctor 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 include 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. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

### **Communicable Diseases**

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

*Measles – regular or German (Rubella)*

*Meningitis*

*Hepatitis*

*Food Poisoning*

*Mumps*

*Tuberculosis*

*Whooping Cough (Pertussis)*

*Rocky Mountain Spotted Fever*

*Human Immune Deficiency*

*Virus Infection (AIDS and all*

*Adverse reactions to Pertussis Vaccine*

*Lyme disease*

*Chicken Pox (varicella)*

*Covid 19*

*other symptomatic infections)*

*Animal bites / Rabies*

*Influenza*

Any student with drainage from the 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.

## **Health Records**

Health records are due in the office the first week of school. Parents are required to let the school know of any allergies, serious medical conditions, medications, and emergency contact information. In case of illness or emergency, every attempt will be made to contact the parent and others listed on the emergency form immediately. Please notify the office immediately concerning change of name/family status, address, or phone number on these forms during the school year.

## **Illness**

Parents should be aware that the following symptoms may indicate the presence of a contagious illness: earache, enlarged glands, fever, skin rash, and sore throat, red discharging eyes, persistent cough, bad cold, nausea, vomiting, or diarrhea. Please do not send a child to school who is ill or running a fever in the morning. **Children should return to school only after symptoms have subsided for a 24-hour period and/or a release form is obtained from the doctor.** The school must be notified immediately of infectious or communicable diseases or any significant health changes.

Any child in school with a temperature of 100 degrees, an injury, a serious asthma attack, or a contagious disease will be sent home. It is the responsibility of the parent / guardian to make arrangements to have the child picked up immediately. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance. The parent/guardian will be responsible for any expenses incurred, in that event.

## **Medication Procedures**

When a student is taking medication, the parent should make every effort to arrange for the medication to be taken at home; however, if there are occasions when the child must receive the medication during the school day, the following guidelines apply:

- No medication, prescription or over-the-counter, will be administered in school without parent/legal guardian authorization AND a written order from the physician, specifying start and stop dates.
- The medication, in its original medication container or box for inhalers, properly labeled by a pharmacist in the case of prescription drugs, must be hand-delivered to the school by the parent. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering medication, date of prescription, expiration date as

stated by the pharmacist, strength of medication/dosage, and student's name and grade. Under no circumstances will medication brought to school by the student be administered.

- The school must have on file in the student's health folder a statement from the physician including: (a) name of the pupil; (b) name of the medicine; (c) dosage and hours to be given during the school day; (d) expected duration of administration; (e) list of all possible side effects, if any. THE PARENT IS RESPONSIBLE FOR OBTAINING THE PHYSICIAN'S STATEMENT.

- The parent is responsible for submitting to the school notification of any change of dosage or time of giving medication in writing from the physician.

- All medication kept in the school will be kept under lock and key accessible only to authorized administering personnel. Students may not possess, dispense or distribute medication on their own.

- 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 Ziploc 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 office.

## **Head Injury**

If any injury to the head or any other serious injury occurs to a student, then 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 emergency, the school will contact police/ambulance for assistance.

## **Insurance**

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage, please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit [www.archbalt.org/risk](http://www.archbalt.org/risk).

## **Allergies**

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 July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

## **Bloodborne Pathogens**

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the office.

## **Vision/Hearing Screening**

The school follows the directives of the Baltimore County Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades Pre K, kindergarten, 1, and 8;
- 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

## **Child Abuse and Neglect Reporting Policy Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

## **Visitors**

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must enter by the office side entrance and report to the office and receive an identification badge before visiting other parts of the school building. Visitors to the building are not to disturb classes or interrupt instruction.

### **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.

### **Supervision Responsibilities Before and After the Official School Day**

All students may enter their homerooms at 7:50 am. The school day begins at 8:15 am.

Dismissal for Pre K and Kindergarten is 2:45 pm and 3:00 pm for students in Grade 1-8.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

## **ACADEMIC POLICIES & PROCEDURES**

### **Expectations**

Children rise or fall to the level of expectations set for them. Therefore, high standards are established to allow our students to maximize their learning experience, and students are

expected to put forth strong effort toward to achievement of those goals. It is important that parents have high expectations for their children as well, and show confidence in their ability to achieve.

The administration and faculty have set the following academic goals:

- Each student will accept the challenge to work to his/her potential.
- Each student is encouraged to achieve to the best of his/her ability.
- Homework will be completed as a follow up to class work.
- Leadership opportunities are open to all students.
- Service to others is an important part of the student's development.
- Positive self-esteem is a product of responsibility and accountability.
- Promotion is determined by academic progress, maturity and attendance.

### **IEP Process**

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, is a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

### **Documentation Required or Accommodations**

In order to be considered for receiving accommodations, a student is required to have a formal testing completed by a licensed professional that meets the following guidelines.

Documentation to support the need for requested accommodation must:

- State the special disability as diagnosed, using the most recent DSM classification
- Be current (IEP or 504 should be no older than 3 years)

- Provide a complete educational, developmental, and relevant medical history
- Describe the comprehensive testing and techniques used to arrive at the diagnosis
- Describe the specific accommodations recommended
- Describe the financial limitations supported by the test results and how the limitations affect learning and testing

### **Before and After School Care**

Play Centers Inc. offers before and school care for students. Students may arrive at 7 am and may remain in school after dismissal and must be picked up by 6 p.m. There is a cost to the parent for this service. You must contact Play Centers (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. The cost is \$3.75. 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. 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.

### **School Activities/Organizations**

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

### **Extra-curricular Activities**

#### **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 Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day. Work will be provided 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 the 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. Adults attending field trips must meet the Archdiocesan VIRTUS requirements.

Chaperones must comply with the following field trip policies: smoking and alcoholic beverages are prohibited and chaperones must stay with the group. The use of cell phones for texting and conversation while accompanying or supervising the children is not permitted. Chaperones who do not meet these standards will not be permitted to serve as chaperones on subsequent field trips.

### **Assemblies and Guest Speakers**

Assemblies and guest speakers are an important component of the academic program and of student life. Assemblies extend and enrich the students' learning, cultural awareness, and appreciation for others. Students are expected to conduct themselves appropriately during assemblies, and students may be denied participation if they fail to meet academic or behavioral requirements.

## **PBIS**

Our Lady of Hope/St. Luke School supports Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive and interactive approach to establish a social culture in a school that supports social, emotional, and academic success. It uses data-based decision making to align curriculum and behavioral supports for students and staff. It is aimed at supporting safe and effective school environments.

Our Lady of Hope/St. Luke School has achieved Silver status for our PBIS program. Teachers use reward systems within their own classrooms in conjunction with a school-wide reward system to encourage positive behavior. The students understand this school-wide program as STAR BUCKS. Students receive Starbucks when following school rules/expectations and are acknowledged.

### **Guidance and Counseling**

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.

The counselor is available to students whether they ask for help and present on their own, or they are referred by a teacher, member of staff, or the child's parent. Parental consent is not required for counseling related to school issues. Should these issues persist or a need for ongoing



counseling is identified, the counselor and/or teacher will contact parents/guardians to discuss the situation. Referrals for counseling are accepted from faculty and staff, parents, and students.

### **Sacramental Program**

Since it is the responsibility of each parish to establish a program for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation, the school plays only a supportive role to the parents and the parishioners in preparing the children for those sacraments. Parents of Catholic students are informed by the appropriate parish personnel regarding the exact requirements involved for sacramental preparation.

### **Student Uniforms**

Our uniform company is Dennis Uniform Company ([dennisuniform.com](http://dennisuniform.com))  
1110 N. Rolling Road  
Catonsville, MD 21228  
410-869-4682

### **Pre-Kindergarten**

Pre K 3 and Pre K 4 should come to school dressed in the light blue t-shirt (purchased from the school) and solid navy blue shorts and tennis shoes. During colder weather students wear a navy blue sweatshirt and sweatpants. (No logo needed)

### **Kindergarten to Grade 5**

	Girls	Boys
Pants/Shorts/Skorts/Jumper	Navy blue skorts or blue plaid jumper with white Peter Pan collar blouse from the Dennis Uniform Company Navy blue pants (must be the same color and style as pants from the Dennis Uniform Company)	Navy blue pants (must be the same color and style as pants from the Dennis Uniform Company) <b>No cargo pants</b>
White Shirt	polo with logo, short or long sleeve shirt tucked in	polo with logo, short or long sleeve shirt tucked in
Sweater	Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.	Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.
Socks	White crew socks – No Sports Socks. Navy blue or white knee highs or tights.	Navy or white crew length. No sport socks.

Shoes	Tan Suede Buck, Sperry Bluefish, Sperry Authentic or Black Mary Jane. A look alike Sperry is acceptable as long as it looks like the Bluefish or Authentic (No tennis shoes, no boot type shoe)	Tan Suede Buck, Sperry Bluefish or Sperry Authentic. A look alike Sperry is acceptable as long as it looks like the Bluefish or Authentic (No tennis shoes, no boot type shoes, no high tops, no Vans, no moccasins.) No higher than ½ '' heel or sole.
Jewelry	The only jewelry that is permissible is one pair of post earrings worn in the earlobe only, watch, religious medal, or small crucifix (no larger than 2'') and one ring. Hoop/Dangling earrings, necklaces, and bracelets of any kind are not part of the school uniform.	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

### Grade 6 to Grade 8

	Girls	Boys
Pants/Shorts/Skorts	Navy blue skort or blue plaid skirt from the Dennis Uniform Company Navy blue pants (must be the same color and style as pants from the Dennis Uniform Company)	Navy blue pants (must be the same color and style as pants from the Dennis Uniform Company) <b>No cargo pants</b>
White Shirt	polo with logo, short or long sleeve shirt tucked in	White polo shirt, short or long sleeve monogrammed with the school's logo. Dress shirt with tie (any color), short or long sleeve. Shirts <b>MUST</b> be tucked into the pants at all times.
Sweater	Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.	Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.
Socks	White socks (crew or sport). Navy blue or white knee highs or tights. Socks must be	Navy or white socks (crew or sport). Socks must be visible and reach the bottom of the

	visible and reach the bottom of the ankle bone. No trim or logos should be visible.	ankle bone. No trim or logos should be visible.
Shoes	Tan Suede Buck, Sperry Bluefish, Sperry Authentic. A look alike Sperry is acceptable as long as it looks like the Bluefish or Authentic (No tennis shoes, no boot type shoes, no high tops, no Vans, no moccasins.) No higher than ½ '' heel or sole.	Tan Suede Buck, Sperry Bluefish or Sperry Authentic. A look alike Sperry is acceptable as long as it looks like the Bluefish or Authentic (No tennis shoes, no boot type shoes, no high tops, no Vans, no moccasins.) No higher than ½ '' heel or sole.
Jewelry	The only jewelry that is permissible is one pair of post earrings worn in the earlobe only, watch, religious medal, or small crucifix (no larger than 2'') and one ring. Hoop/Dangling earrings, necklaces, and bracelets of any kind are not part of the school uniform.	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

**Winter Uniform Gr. K-8 November 1 –March 31<sup>st</sup>.**

	Girls	Boys
White Shirt	White turtleneck may be worn with sweater or with a navy sweatshirt with the school logo	White turtleneck may be worn with sweater or with a navy sweatshirt with the school logo

**Summer Uniform Gr. K-8 First Day of School –October 15<sup>th</sup> & April 1<sup>st</sup> until end of school**

	Girls	Boys
Shorts	Navy blue shorts with dark belt	Navy blue shorts with dark belt
Shoes	School regulation shoes	school regulation shoes

## Physical Education Uniform K-8

	Girls	Boys
Shirts	Light blue gym shirt purchased from the school or the uniform company	Light blue gym shirt purchased from the school or the uniform company
Shorts	<b>*SHORTS must be purchased from Dennis Uniform Company or from this website - <a href="https://olhsl.itemorder.com/shop/home/">https://olhsl.itemorder.com/shop/home/</a> (no exceptions)</b>	<b>*SHORTS must be purchased from Dennis Uniform Company or from this website - <a href="https://olhsl.itemorder.com/shop/home/">https://olhsl.itemorder.com/shop/home/</a> (no exceptions)</b>
Shoes	Tennis shoes	Tennis shoes

### SPIRIT WEAR

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

### Out of Uniform Days

Occasionally, students are given the privilege of attending school out of uniform. In all cases, out of uniform attire must be appropriate for OLH/SLS. Students will be asked to call home for a change of clothes if the administration or faculty deems that the clothing is suggestive or inappropriate. Students may not wear explicit or offensive clothing, skirts/dresses/skorts shorter than 2” above the knee, torn clothing, and excessively baggy clothing, belly shirts/midriff baring shirts, low cut tops, halter tops, pajama bottoms, low cut slacks, leggings, jeggings, flip flops, or sandals. Shorts are permitted if they are the required length (no more than 2 inches above the knee). This applies to extracurricular activities and school sponsored functions.

### 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.** Bangs must be above the eyebrows. 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. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children.

## **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.

## **OTHER HANDBOOK CONTENTS**

### **Right to Amend the Handbook**

Our Lady of Hope/St. Luke School reserves the right to amend the Parent / Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent / Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

### **Parental Support/Compliance**

Parents and students are expected to support and be in compliance with the policies of Our Lady of Hope/St. Luke School as stated in this handbook. 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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## **2023-2024 HANDBOOK ACKNOWLEDGEMENT SHEET**

I/We understand the aforementioned directives and procedures which constitute the policy for Our Lady of Hope/St. Luke School.

Our signatures indicate our review and understanding of the rules and regulations stated herein.

Student Signature: (Grades 3-8) \_\_\_\_\_

Parents/Guardian Signature: \_\_\_\_\_

Date\_\_\_\_\_

Please return to homeroom teacher by September 29, 2023