

Our Lady of Hope/St. Luke School is a co-ed elementary school for grades Pre-K 3 to Grade 8. **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.**

OLH/SLS 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). The school, 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, and we will always teach and act consistent with the tenets of the Catholic Church.

**Requests for reasonable accommodations for a student with a disability may be directed to Sr. Irene Pryle, SSND or Denise Garmin.**

Religion is required for each year a student attends OLH/SLS. All students enrolled in OLH/SLS must attend religion classes and services.

### **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!”

### **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, the 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

Administrator of Our Lady of Hope Church and St. Luke Church – Fr. Conklin

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

Mr. Michael Remeikis – Grade 2/3 Assistant

Ms. Katelynn Yingling – Grade 2/3 Assistant

Ms. Gabrielle Kemp – Grade 4

Ms. Gerb – Grade 5

Mr. Price Kinsey – Grade 6

Mrs. Beth Dousa - Grade 7

Sr. Joan Pikiell, SSND– Grade 8

Mrs. Susan Wrzosek – Nurse

Mr. Albert Ulloa – Spanish

Mr. Roger Tennant – Phys. Ed.

Mrs. Taylar Powis – Music/Library

Ms. Kate Dannals - School Counselor

Mr. David Green – Custodial Maintenance

Mrs. Candy Richardson – Cafeteria Mgr.

Mrs. Pat Pace – Cafeteria

## **School Board Members**

### **Mr. J. D. Urbach, Chair**

Fr. Ross Conklin, Sr. Irene Pryle, SSND, Barbara Aupperley, Edna Bittner, Debbie Drumm, George Fotis, Bonnie Kellner, Caroline Kogler, Alma Lukanich, Eric Opper, Verna Patti, Mary Vraney, Mary Wortman

## **School Family Association**

Laura Massoni – President

## **Accreditation**

Archdiocesan schools are accredited by AdvancED.

## **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 the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents.

### **Graduation Requirements**

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

## **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 and Interim Reports**

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

Traditionally students in grades 1-8 receive interim reports mid-way in the marking period. Parents/Guardians of students in grades 3-8 will be given a password and directions to access their child's academic progress. If this password is misplaced, please contact Mrs. Marlow at [bmarlow@olhsl.com](mailto:bmarlow@olhsl.com).

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

## **Testing Program**

Beginning in fall of 2020, Scranton Assessments will be used for standardized assessment. Students in grades 5 and 8 participate in ACRE testing. PreK students are tested using the Brigance.

## **Instruction/Curriculum**

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

The school follows the state standards regarding the curriculum. Subjects taught are: Religion, ELA, Mathematics, Social Studies, Science, Physical Education, Music, Spanish, Computer, and Art.

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

Monthly Masses are prepared by grade levels and attended by all students. Parents are always welcome to attend Masses during the school year.

## **Titles of Textbooks**

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

## **Parent/Teacher Conferences**

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

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

Email addresses are available on the website [olhsl.com](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.

## **BEFORE SCHOOL IS NOT THE BEST TIME TO TALK WITH A TEACHER.**

Teachers need this time to prepare materials for classes.

## **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 two “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.

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

OLH/SLS 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 OLH/SLS are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Sr. Irene Pryle, SSND 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, the 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:
  - o 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.
  - o To other schools to which a student is transferring.
  - o In connection with financial aid under certain circumstances.
  - o To specified officials for audit or evaluation purposes.
  - o To organizations conducting certain studies for or on behalf of the school.
  - o To accrediting organizations.
  - o In order to comply with a judicial order or lawfully issued subpoena.
  - o 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

- o Student's name
- o Participation in officially recognized activities and sports
- o Address
- o Telephone listing
- o Electronic mail address
- o Photograph
- o Honors and awards received
- o Date and place of birth
  - o 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 Pryle, SSND in writing by September 29, 2021.

**• 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 OLH/SLS 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.

## **School Family Association**

The School Family Association is comprised of all parents, guardians, faculty and staff of Our Lady of Hope/St. Luke School. The purpose of the School Family Association is to provide an avenue of communication and support for the school and to be a collective voice on important issues. The association, mindful of gospel values, seeks to model service, promote goodwill, and foster a sincere appreciation for ideals of Catholic school education. The School Family Association will sponsor events of interest to the membership throughout the school year. Officers are elected each year in May.

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

The administration may request that parents no longer volunteer in the school/classroom if their



presence is not a positive experience in the daily operation of the classroom.

All adults who volunteer at school events, in the classroom and/or chaperone field trips must complete the Archdiocese of Baltimore VIRTUS Training Program. Register as an OLH/SLS volunteer at [www.virtusonline.org](http://www.virtusonline.org).

## **Partnership with Parents**

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

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

## **Parental Support/Compliance**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

## **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**

It is imperative that we have updated emergency information for each child. Emergency information is to be kept current and the school informed immediately of any change in address or telephone number.

### **Change in Name or Family Status**

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

### **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.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

OLH/SL School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

### **SwiftReach SwiftK12**

By subscribing to SwiftReach you will receive emergency notification and important updates from Our Lady of Hope/St. Luke School. OLH/SLS does not share or publish this contact information. All families are encouraged to receive SwiftReach Notifications.

### **Harassment Policy**

#### **Policy**

**It is the policy of the Archdiocese to prohibit discrimination, including harassment, 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) 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.**

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#### **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, 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, disability, or gender identity or expression. “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.
- C. 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.

- D. 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.
  
- E. 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.**

**Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, 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 education 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).**

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

## **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
3. Exit slowly using the driveway in the center of the lot
4. Handicapped spaces are reserved and you must back into that space

### **SOUTH LOT - OFFICE SIDE**

1. When arriving, follow the directions of the Safety Patrol
2. Drop children off at designated stop. Do not stop in more than one place to drop



students off. Keep moving so traffic flow is not hindered

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

### **WHEN PICKING UP CHILDREN**

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

### **ADMISSIONS**

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

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

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

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

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

### **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.

## FINANCIAL OBLIGATIONS

### Tuition Schedule

Tuition Payment Plans:

Gr. K-8 11 payments July 1, 2021 - May 1, 2022

Pre-K only 9 payments for Sept 1, 2021- May 1, 2022

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



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

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

### Tuition Collection

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

and agree that 30% attorney's fees are reasonable, as the school must pay its attorney that amount to undertake collection of delinquent accounts.

**All families are required to perform-Minimum twenty (20) service hours 5 of those hours to be completed at the carnival. If the service hours are not met, an invoice in the amount of \$53.80 per hour will be applied.**

**NOTE: Failure to fulfill any service hour commitment will result in a fee added to your tuition and processed through FACTS Management on 5/31/2021.**

### **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.

### **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 either telephone the school between **7:15 and 9:00 am or Report the Absence using the school website or email Mrs. Beam at cbeam@olhsl.com**. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

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

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.

## **The school asks parents to keep sick children home and must be fever free without the use of medication for 24 hours.**

### 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.

### Lateness/Assignments

Students may enter their homerooms at **8:05 am**. The school day begins at **8:15 am**. Any student arriving after **8:15 am** is considered late and must report to the office for a late slip. 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. If a student is repeatedly late, the school administration will require the parent/guardian to bring the student to the school office.

### Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

### **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.

### **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. 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.

## **DISCIPLINE**

### **Statement on Philosophy of Discipline**

OLH/S 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**

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

Willful destruction of school property

Leaving school property without permission

Theft or extortion

Fighting or threats of violence

## Harassment

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. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the OLH/SL School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

## Search and Seizure

OLH/SL 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. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

## 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.

## 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 physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should 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 physicians to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medications 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)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all
Adverse reactions to Pertussis Vaccine	other symptomatic infections)
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	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**

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information.

The school must be notified of any changes that occur during the school year.

### **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 school provides the option for parents to purchase health insurance for their children.

### **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.

### **Blood borne Pathogens**

A complete Blood borne 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 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 in Grades PreK, 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 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. Our school 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, 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 report to the office and receive an identification badge before visiting other parts of the school building.

## **Playground/School Supervision Provisions**

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

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

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.

## **STUDENT SERVICES**

### **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.*

## **Before and After School Care**

**Students are to be picked up promptly at 3:00 p.m. Parents should meet their children outside of the building. Please do not block the exits or the hallways. Students may not play ball, tag, etc. after school on the grassy areas near the building.**

Play Centers Inc. offers after school care for students. Students may remain in school and must be picked up by 6 p.m. There is a cost to the parent for this service. You must contact 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. Applications for free or reduced lunches must be completed each year. Forms are sent home during the first week of school. You are encouraged to take advantage of this program, if you are eligible. Your taxes have paid for this program. The more participation we have, the greater is our reimbursement. Lunch, beverage and snack prices are published in the August/September Newsletter.

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

## **Extra-Curricular Activities**

Student organizations include the following: School Partnerships, National Junior Honor Society, Student Council, Choir, Band, Robotics, Altar Servers, and Safety Patrol. Various

other clubs are open to middle school and elementary students.

## **Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan 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 supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from 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. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete VIRTUS training.

## **PBIS**

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

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.

## **Student Uniforms**

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

## **BOYS GRADES K-5**

- Pants: Navy blue dress pants with plain **dark** belt. No denim, no outside pockets.
- Shirts: White polo shirt, short or long sleeve monogrammed with the school's logo.  
Shirts **MUST** be tucked into the pants.
- Sweater: Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.
- Shoes: 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.
- Socks: Navy or white crew length. **No sport socks.**
- Jewelry: The only jewelry that is permissible is a watch, religious medal, or small crucifix (no larger than 2'') and one ring. **EARRINGS, NECKLACES, AND BRACELETS OF ANY KIND ARE NOT PART OF THE SCHOOL UNIFORM.**

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

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

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

- Pants: Navy blue shorts with dark belt –Must be purchased from Dennis Uniform Company.
- Shoes: School regulation shoes.

## **GIRLS GRADES K-5**

- Option 1: Plaid jumper (Dennis Uniform Company only). This has to be worn with a white blouse, Peter Pan collar, short or long sleeve- **WHITE ONLY**.
- Option 2: Solid navy blue skort worn with white polo shirt, monogrammed with the school's logo.

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

- Option 3: Navy blue uniform dress pants with dark belt worn with white polo shirt, monogrammed with the school's logo.

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

- 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 shoes, no high tops, no Vans, no moccasins.) No higher than ½ '' heel or sole.
- Sweaters: Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.
- Jewelry: The only jewelry that is permissible is one pair of post earrings worn in the ear lobe only, a watch, religious medal, or small crucifix (no larger than 2'') and one ring. **HOOPS OR DANGLING EARRINGS, NECKLACES, AND BRACELETS OF ANY KIND ARE NOT PART OF THE SCHOOL UNIFORM.**

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

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

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

- Pants: Navy blue shorts with dark belt –Must be purchased from Dennis Uniform Company.
- Shoes: School regulation shoes

### **BOYS GRADES 6-8**

- Pants: Navy blue dress pants with plain dark belt. No denim, no outside pockets.
- Shirts: White polo shirt, short or long sleeve monogrammed with the school's logo. Dress shirt, short or long sleeve. Shirts MUST be tucked into the pants at all times.
- Ties: Any color with dress shirt.
- Sweater: Navy blue, monogrammed, cardigan or pull-over. A fleece sweatshirt with the school logo may also be worn.
- Shoes: 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.
- Socks: Navy or white socks (crew or sport). **Socks must be visible and reach the bottom of the ankle bone. No trim or logos should be visible.**
- Jewelry: The only jewelry that is permissible is a watch, religious medal, or small crucifix (no larger than 2'') and one ring. **EARRINGS, NECKLACES, AND BRACELETS OF ANY KIND ARE NOT PART OF THE SCHOOL UNIFORM.**

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

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

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

- Pants: Navy blue shorts with dark belt – must be purchased from Dennis Uniform Company.  
Shoes: School regulation shoes

### **GIRLS GRADES 6-8**

- Option 1: Plaid skirt (Dennis Uniform Company only) – 1 style. This can be worn with a white polo shirt, monogrammed with the school's logo. This banded waistline shirt can be worn un-tucked.  
Option 2: Solid navy blue skort worn with white polo shirt, monogrammed with the school's logo. This skort can be also worn with the wide banded waistline shirt.

**All two options require a length NO SHORTER THAT THE TOP OF THE KNEE.**

- Option 3: Navy blue uniform dress pants with dark belt worn with white polo shirt, monogrammed with the school's logo.

Socks: White socks (crew or sport). Navy blue or white knee highs or tights. **Socks must be visible and reach the bottom of the ankle bone. No trim or logos should be visible.**

Shoes: 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.

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

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

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

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

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

- Pants: Navy blue shorts with dark belt –Must be purchased from Dennis Uniform Company.  
Shoes: School regulation shoes.

### **GYM UNIFORM K-8 GIRLS AND BOYS**

Gym uniforms must be worn to school on gym days.

#### **Winter Gym Wear**

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

### **Summer Gym Wear**

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

### **Hair Styles and Grooming**

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

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

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. ADM 8.0

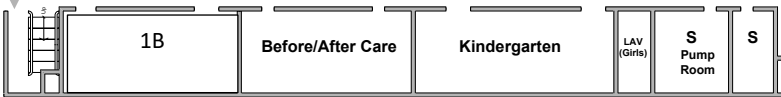
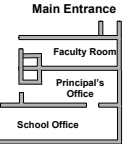
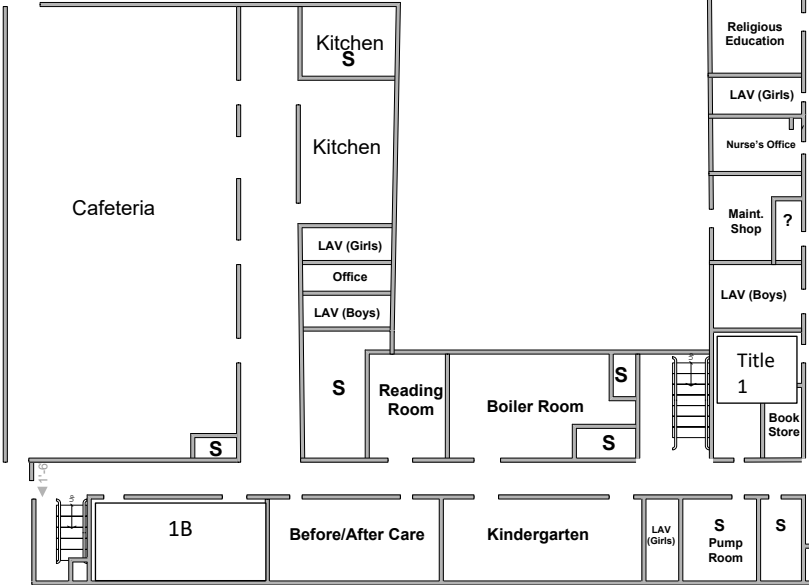
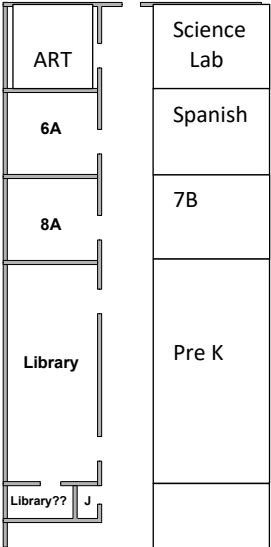
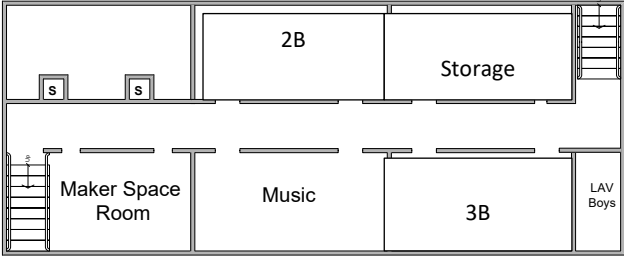
### **SPIRIT WEAR**

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.

### **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.**

2<sup>nd</sup> Floor





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**Receipt of Handbook**

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

Please return to school by September 17<sup>th</sup>, 2021.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_