

Our Lady of Grace Catholic School Student-Parent Policies & Handbook



Our Lady of Grace Catholic School

5071 Eden Avenue South
Edina, MN 55436

School: 952-929-5463

Fax: 952-929-8170

olgschool.net

Table of Contents

| | |
|--|----|
| Our Lady of Grace Catholic School Mission Statement | 6 |
| School Philosophy | 6 |
| EXPLANATION OF STATE AND FEDERAL LAWS | 7 |
| NONDISCRIMINATION POLICY | 8 |
| Admission Policies | 8 |
| Policy and Procedure | 8 |
| Requirements for Admission | 9 |
| Requirements for Waiting Lists | 9 |
| Transfer Students | 9 |
| Visiting Students | 9 |
| Refusal of Admission/Discontinuance of Enrollment | 9 |
| Academic Policies | 10 |
| Curriculum | 10 |
| Parent-Teacher Communication and Conferences | 10 |
| Homework | 10 |
| Graduation Requirements | 11 |
| Grading/Report Cards | 11 |
| Retention of Students | 12 |
| Academic Probation | 12 |
| Administration Policies | 12 |
| Student Records | 12 |
| Access to Records | 13 |
| Transfer of Records | 13 |
| Withdrawing from School | 13 |
| Financial Policies | 14 |
| Fundraising | 15 |
| Lunch Accounts | 15 |
| Extracurricular, Athletics & Trips Policies | 16 |
| Additional Programming | 16 |

| | |
|---|----|
| Attendance Policies | 17 |
| Daily Arrival and Dismissal Policies | 17 |
| Absence and Tardiness | 17 |
| Anticipated Absences | 18 |
| Unexcused Absences | 18 |
| Excessive Absenteeism | 18 |
| Tardiness | 18 |
| Truancy | 18 |
| Safety and Welfare Policies | 19 |
| Policy on Prevention of Sexual Misconduct and Child Abuse | 19 |
| Entry and Security Information | 19 |
| Picking up Children | 19 |
| Fire, Tornado, Lockdown and Safety Drills | 19 |
| Weather Safety for Recess | 19 |
| Chemical Abuse Policy | 20 |
| Health Procedures | 20 |
| Accidents and First Aid | 20 |
| Illness | 20 |
| Medication Administration & Allergies | 21 |
| Immunizations | 21 |
| Physicals and Screenings | 21 |
| School Psychologist | 22 |
| Policies on Student Responsibilities and Behavior | 22 |
| Code of Conduct/Responsibilities and Expectations | 22 |
| Consequences | 22 |
| Expectations | 22 |
| Hazing | 23 |
| Cheating and Plagiarism | 23 |
| Cell Phones and Student Electronics | 24 |
| Weapons | 24 |
| Prohibited Substances & Inappropriate Materials | 25 |
| Gambling | 25 |

| | |
|---|----|
| Profanity | 25 |
| Threatening Language | 25 |
| Theft, Vandalism or Destruction of Property | 25 |
| Bullying | 25 |
| No Expectation of Privacy | 26 |
| Dress Code | 27 |
| Dress Code and Personal Appearance | 27 |
| No Uniform Days | 28 |
| Dress Guidelines for Volunteers | 29 |
| General Policies | 29 |
| Birthday Parties & Invitations | 29 |
| Textbooks & Materials | 29 |
| Student Property | 29 |
| Photos | 29 |
| Inclement Weather & School Closings | 29 |
| Movies and Visual Media | 30 |
| Pest Control | 30 |
| Twins Policy | 30 |
| Library | 30 |
| Teacher Requests | 30 |
| Wellness | 30 |
| Computer Usage and Technology | 31 |
| Technology Policies | 31 |
| Acceptable Use | 31 |
| Social Media | 33 |
| Handbook Information | 35 |
| Accreditation | 35 |
| Band | 35 |
| Busing | 35 |
| Non-Bus Days | 36 |
| Car Riders | 36 |
| Camp Foley | 36 |

| | |
|--|----|
| Donations | 36 |
| Extended Childcare | 36 |
| Grievances | 37 |
| Holiday Celebrations | 37 |
| Organics and Recycling | 37 |
| Parish Bulletins | 37 |
| Parent School Organization | 38 |
| Tutoring | 38 |
| Sacramental Programs | 38 |
| Saint John Paul II School | 38 |
| Saint Joseph and Our Lady of Grace High School (Ghana) | 38 |
| School Advisory Council (SAC) | 38 |
| School Directory | 39 |
| School News | 39 |
| Secret Santa Shop | 39 |
| Service Hours Requirement (Middle School) | 39 |
| Sign-Up Genius | 39 |
| Student Council | 39 |
| Students Per Class | 39 |
| Testing Program | 39 |
| Updates to Family Information | 39 |
| Website | 39 |
| Wolf Ridge | 39 |
| Yard Signs | 40 |

Mission Statements

OUR LADY OF GRACE CATHOLIC CHURCH MISSION STATEMENT

To make Jesus Christ known and loved.

OUR LADY OF GRACE CATHOLIC SCHOOL MISSION STATEMENT

Our Lady of Grace Catholic School is a Catholic Community of parents, educators and students whose greatest commitment is to spiritual and academic growth. As members of God's faith community, we proclaim and celebrate God's love. As parents, we acknowledge our role as teachers of our children. As educators, we center our teaching on Gospel values, assess the individual needs of each child and encourage the pursuit of academic excellence. As students, we accept the responsibility to learn to our greatest potential and to be life-long learners. This growth occurs within a mutually supportive environment that fosters in each of us a love for God, love for one another and a desire to serve the greater community.

OUR LADY OF GRACE CATHOLIC SCHOOL PHILOSOPHY

As a Christ-Centered, Catholic community of parents, students, and faculty, we gather in faith to proclaim and teach the beliefs of our Church. Together we celebrate God's love through worship, reflection and response to God's word through service. As a learning community, we share our talents to help each other succeed both within our community and universal community. We strive for academic excellence. By working to maximize the gifts of all, we recognize and respond to the call to work for the common good. As an inclusive community, we welcome and discern the gifts and needs of each parent, student and faculty member. With Jesus as our role model, we promote growth, both spiritual and academic, with attention to the individual.

OUR LADY OF GRACE CATHOLIC SCHOOL GOALS

We will create and model a community that worships God and supports the faith formation of our students through weekly celebration of the Eucharist, prayerful reflection on God's word, shared knowledge of Catholic doctrine, and the practice of Gospel values.

We will fulfill Christ's commandment to love through service projects that benefit our local community and the global community. Our commitment to love others will be nurtured through stewardship by every member of our community.

We will work in partnership to enhance the educational opportunities, experiences, and academic success of each member of the community through student enrichment programs, faculty development, peer cooperation, parent education and community involvement.

We will develop, implement, and continuously evaluate curricular and extracurricular programs and practices based on the needs of the students, faculty expertise, parent input, current educational research and technological developments.

We will provide and maintain an atmosphere conducive to learning where the diverse needs and styles of students are respected and accommodated and where individual achievement is valued and recognized.

We will promote academic excellence by maintaining high expectations, setting high standards and rewarding outstanding effort and accomplishments.

We will participate as students, families, parishioners and faculty members in the community building events that support the students and the financial, physical, technological and educational needs of the school.

We will utilize various means of communication and technology to encourage the sharing of information and knowledge among our faculty, students and parents and to maximize the connection of every member of our community.

We will provide a variety of resources for intellectual, interpersonal, physical, emotional, and spiritual growth because we value the uniqueness of each member of the community.

With Jesus as our role model, we will celebrate diversity, strive for inclusiveness, and encourage an ongoing welcoming spirit in all that we do from the classroom, to the sports field, to outside our immediate community so that people of all backgrounds feel valued.

EXPLANATION/LISTING OF STATE AND FEDERAL SCHOOL LAWS

Our Lady of Grace Catholic School intends to manage its school and policies in a manner that is consistent with applicable federal, state, and local laws. In those cases in which our policies conflict with applicable law, the conflict is unintentional and the law will take precedence.

Policies listed with a Minnesota State Statute and federal mandates will have the specific law/mandate listed by the sub heading or within the body of the topic information. Our Lady of Grace will comply

with the laws and mandates in order to ensure a safe and secure school facility as well as continue to receive state and federal nonpublic school funding. Modifications of some guidelines and legislative acts are applicable for Special Education Students as defined in Minnesota statutes. Our Lady of Grace will give equal credence to all students and will review incidents on a case-by-case basis prior to consequences being assigned. Explanations listed may be paraphrasing of the actual laws.

Minnesota Nonpublic School Accrediting Association requires its member schools to follow the compulsory education statutes and a variety of other statutes in order to maintain an accreditation in good standing with the organization. Our Lady of Grace will comply with the statutes as required by MNSAA.

As a school of the Archdiocese of St. Paul and Minneapolis, the school is expected to participate in specific mandates and school improvement efforts. Our Lady of Grace will comply with the mandates from the Archdiocese.

Our Lady of Grace Catholic School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this Student-Parent Handbook should be construed as a contract between you and Our Lady of Grace Catholic School.

NONDISCRIMINATION POLICY

Our Lady of Grace Catholic School complies with applicable federal, state, and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, status with regard to public assistance, or disability in the administration of its educational programs.

This policy does not prohibit giving Catholic students priority for admission.

Our Lady of Grace Catholic School has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

100 - ADMISSION POLICIES

Policy and Procedure

100.01 - OLG does not discriminate against students with special needs. However, OLG may not be able to provide services to meet the needs of all students. We review cases on an individual basis with families to review what OLG can and cannot offer.

100.02 - Children must be five years of age (5) by September 1st to be considered for admission.

100.03 - Parents/Guardians must provide all medical and immunization records before the first day of school.

Requirements for Admission (listed in order of acceptance)

100.04 - *Priority registration is given to families with children already attending the school who qualify for the Parish Investment Rate. This includes siblings of graduates of OLG.*

100.05 - *Families of children already enrolled in the school.*

100.06 - *Families without children already in the school who qualify for the Parish Investment Rate.*

100.07 - *Families without children already in school who are parishioners of OLG, but do not qualify for the Parish Investment Rate.*

100.08 - *Other Catholic Families*

100.09 - *All other applicants*

Requirements for Waiting Pool

100.10 - *If a grade level is full a waiting pool will be started that is in accordance with our requirements for admission.*

100.11 - *If a family declines an offer for placement, they will return to the waiting pool unless they have decided they are no longer interested in OLG.*

100.12 - *Families will be asked to provide a deposit as they register in the TADS system.*

Transfer Students

100.13 - *Student records from other schools must be transferred to OLG prior to the school year beginning and acceptance into the school will be held until all records are received. Records include grades, transcripts, behavior records, IEP/504 and any special education testing information.*

Visiting Students

100.14 - *Students that are considering a transfer into OLG must complete a Visit Day to be certain we are a good match for the student and family.*

100.15 - *Prospective students who visit the school must follow all rules and regulations that are applicable to our current students.*

Refusal of Admission or Discontinuance of Enrollment

100.16 - *The school reserves the right to refuse admission of an applicant for any reason.*

100.17 - *If a student is expelled from OLG, they may reapply for admission following the policies and will be treated as a new student. Students will be put on probation and a contract will be created to help the student be successful.*

100.18 - *The OLG School Leadership Team reserves the right to determine the enrollment status of any student at any time.*

100.19 - *The **Minnesota Pupil Fair Dismissal Act** allows schools to suspend, expel or exclude students for willful violation of reasonable school policies and regulations related to conduct, conduct which materially and substantially disrupts the rights of others to an education, or conduct which endangers the student, other people or the property of the school.*

200 - ACADEMIC POLICIES

Curriculum

200.01 - *OLG's curriculum includes core subjects of language arts, math, social studies, and science in accordance with **Minnesota Statute 120A, Subd. 9**. Specialist courses include technology, music, art, Spanish, health, and physical education. In addition, OLG will teach religion and students will participate in Masses, prayer services, service projects and other faith based activities regardless of religious beliefs.*

200.02 - *Students will participate in all subject areas unless they are excused based on an accommodation plan or approval by Lower or Middle School Principal.*

Parent-Teacher Communication and Conferences

200.03 - *Conferences are used to strengthen the partnership between the school and parents to promote the spiritual, academic, and social maturity of the student. OLG is not required to provide separate conferences for non-custodial parents in accordance with **Minnesota Statute 120A.22, subdivision 1a**.*

200.04 - *Middle school students are strongly encouraged to attend conferences with their parents as they begin to navigate ownership of their learning and behavior.*

200.05 - *The best way to contact a teacher or the principal is through a brief email for quick items. Conversations are encouraged for communications of a controversial nature as emails have a higher risk for misinterpretation.*

200.06 - *Teachers and the principal will respond to emails or phone calls within 24 hours if possible (weekends and breaks not included). If there were an emergency or urgent matter, a phone call to the office would be best.*

Homework

200.07 - *Students will not be given extra credit to help improve grades. Extra credit causes grade inflation and does not allow teachers, students, or parents to see a student's true abilities and efforts.*

200.08 - *Homework will not be assigned over holiday breaks. However, students behind in their regular work will be expected to catch up over the break.*

200.09 - *Teachers may assign reading or other assignments over the summer to help students retain learning and/or prepare for the next grade level.*

200.10 - Homework is expected to be completed at home as assigned by the teacher. If work is not completed and turned in when it is due, teachers may hold students accountable and provide them with an opportunity to complete at recess time.

Graduation Requirements

200.11 - Students must pass all classes to be considered a candidate for graduation.

200.12 - All tuition and fees must be paid in full before graduation or participation may be refused.

Grading/Report Cards

200.13 - Student learning is regularly assessed by their performance on tests, quizzes, projects, presentations and classroom activities. Final grades are given at the end of each trimester communicating the level of understanding a student has demonstrated by the end of the marking period. Elementary grades (K-5) use a standards-based grade scale and middle school grades (6-8) use a letter grade (A-F) scale.

Elementary School Standards-Based Scale

| Grade | Meaning |
|---------------------|---|
| Exceeds (E) | <p>Exceeds the grade level expectations</p> <ul style="list-style-type: none"> - Demonstrates a deeper level of knowledge, understanding and overall application of the standard - Applies learning in other contexts independently - Goes beyond what we learned in class |
| Meets (M) | Meets grade level expectations |
| Partially Meets (P) | Partially meets grade level expectations |
| Does Not Meet (DNM) | Student did not demonstrate learning of standard at grade level |
| Not Evaluated (NE) | Standard was not evaluated during the marking period |

Middle School Grade Scale:

| <i>Letter Grade</i> | <i>Meaning</i> | <i>Percentage %</i> |
|---------------------|---|---------------------|
| <i>A</i> | <i>Fulfills Course Standard - Superior Achievement</i> | <i>94 - 100</i> |
| <i>B</i> | <i>Fulfills Course Standard - Good Achievement</i> | <i>84 - 94</i> |
| <i>C</i> | <i>Fulfills Course Standard - Average Achievement</i> | <i>74 - 84</i> |
| <i>D</i> | <i>Struggling to Meet Course Standard - Low Achievement</i> | <i>64 - 74</i> |
| <i>F</i> | <i>Does not Meet Course Standard</i> | <i>Less than 64</i> |

200.14 - An incomplete may be given in cases related to long-term illness at the discretion of administration.

200.15 - Students who are struggling or not showing academic progress may be required to receive additional support services or parents may need to arrange outside tutoring.

200.16 - Students who fail (does not meet or a F) a course two trimesters in a particular standard may be required to attend an approved summer program.

200.17 - Students who are receiving Special Education Services may be given an opportunity to audit a course as indicated by their ISP.

Retention of Students

200.18 - If retention of a student needs to be considered, a meeting will be scheduled with parents, teachers, and administrators. Depending on the age of the student, they may also be required to attend the meeting. The school leadership team has the final decision around retention of students.

Academic Probation

200.19 - Students may be placed on academic probation if their grades fall to a Partially Meets Grade Level Expectations or a D level grade. If this happens, a meeting may be held with parents, the student (if in grades 5 - 8), teachers, and the administrator to create a success plan for the student. The student will need to improve to be removed from academic probation.

300 - ADMINISTRATION POLICIES

Student Records

300.01 - OLG Church and School is the sole owner of information by the school about the students and families. We will not share, rent or sell information to individuals, businesses or organizations or third parties.

Exceptions to this would be record transfer requests, students applying for special education services or sharing information with our Catholic high schools who often need family directory type information.

300.02 - OLG follows all applicable state and federal laws concerning the release of student information. OLG uses information gathered to plan the best education program while respecting the rights of each student and his/her parent/guardian to privacy.

Access to Records

*300.03 - Parents/guardians have the following rights under the **Family Educational Rights and Privacy Act (FERPA)**: to inspect and review their child's educational records within 45 days of making such a request to the school administrator. Seek amendment of the student's educational records that parents/guardians believe contain inaccurate, misleading, or otherwise in violation of the student's privacy rights. Such a request must be made in writing. Consent to disclosures of the personally identifiable information contained in the students education records, except to the extent that FERPA and its regulations authorize disclosure without consent. File a complaint with the school or the U. S. Department of Education concerning alleged failures in compliance with FERPA. The removal of information cannot be in opposition to current State or Federal laws requiring inclusion of suspension, expulsion, behavior records, IEP's 504's or testing for SPED services in transfer of transcripts and student records to another school.*

*300.04 - Non Custodial parents have the right to access and receive copies of school records and other information, to attend conferences and be informed about their child's welfare, educational progress, and status as authorized under **Minnesota Statute 120A.22, subdivision 1a**. Schools are not required to hold a separate conference for each parent according to this same law.*

300.05 - Parents with court documents that restrict information being shared, custody agreements that would impact the school or restraining orders are required to be provided to the school administrator. Court documents must be the most recent court documents available.

Transfer of Records

300.06 - Records of students will be retained by the school for a permanent retention period.

*300.07 - If a student transfers to a different school, copies of students records, including disciplinary and suspension records will be forwarded to the new school in accordance with **Minnesota Law 120A22, subd. 7, c, and Family Educational Rights and Privacy Act of 1974, United States Code, title 20, section 1232(g)**.*

300.08 - Families that have requested records sent to another school for the next school year or are transferring mid year, must pay 100% of the student's tuition to OLG on or before April 1st of the current school year.

*300.09 - Probable cause notices, a disposition or court order, must be included in transferred records unless required to be destroyed in accordance with **Minnesota Law 120A22, subd. 7, e**.*

Withdrawing from School

300.10 - Parents withdrawing their child/children from the school must provide a thirty (30) day written notice.

300.11 - *Students who are withdrawn from the school prior to the end of the school year, must pay the full tuition for the school year. All charges for books, materials, programs, childcare costs, field trips, lunch fees, tuition, and the like must be paid in full before your child's last day of attendance.*

400 - FINANCIAL POLICIES

Tuition and Fee Policies - All grades have a non-refundable registration fee due upon registration. Some grades have additional deposits required. These items will be covered during admissions reviews for new families.

400.01 - *All families must register and pay tuition and fees through the TADS. They may choose the payment plan that works best for their family's budget. Any fees for late payments will be added to your TADS account. TADS sends notes to families regarding past due payments. Families who are behind in tuition/fee payments may be contacted by a school or parish administrator. The school may or may not honor requests to split tuition/fee payments between multiple people.*

400.02 - *It is the family's responsibility to notify the Head of School and/or business manager if special circumstances arise making it difficult to meet tuition and fee payments.*

400.03 - *When an account is 30 days past due and/or no contact from the family has been made to the Head of School or business administrator, the family will be contacted to begin a dialogue about payment arrangements or applying for financial assistance.*

400.04 - *If payments for past due tuition and/or fees are not made or arrangements that were made are not honored by the family, OLG may withdraw the student from the school until the full amount of past due tuition has been paid. Should a student be withdrawn due to lack of payment, the student's place will not be held beyond 30 days.*

400.05 - *OLG may turn accounts over to a collection agency or an attorney for collection of past due tuition and fees. Any fees incurred by the school for the cost of collection may be charged to the family. If a collection agency is involved, the tuition for the next school year must be paid in advance in addition to the past due balance.*

400.06 - *All tuition and fees must be paid in full by May 1st or the student(s) may be prohibited from enrollment in the next grade level and may not participate in graduation activities.*

400.07 - *All fees for before/after school care will be billed through TADS Tuition and need to be paid by the last day of school before enrolling in summer programs.*

400.08 - *Families may apply for financial assistance through the TADS program. All financial aid applications that are in good status, will be considered for decisions of qualification and possible financial assistance based on the TADS system will be shared with families before the first tuition payment is due for the pending school year.*

400.09 - *OLG will impose a fee of up to \$40 for check payments returned for nonsufficient funds. If a second incident of NSF funds occurs, the family will be required to pay cash.*

400.10 - The in parish tuition rate will be applied to registered parishioners of Our Lady of Grace who actively support the Parish's stewardship through **unrestricted traceable regular Sunday envelope (stewardship) giving**, volunteering their time/talents, and participating in liturgies.

Fundraising

400.11 - All financial matters and activities within the school affect the operation of Our Lady of Grace Catholic School. Therefore, development and fundraising initiatives may only occur under the direct supervision of the school administration. No money or gifts-in-kind, nor any fundraising drives, collections, raffles, etc., may be solicited at Our Lady of Grace Catholic School or on the grounds without the written approval of the administration and/or development office.

400.12 - OLG works with the Men's Club and the Parent/Student Organization for many of its fundraising efforts. All fundraising activities will be announced in the various communications from the school/parish.

Lunch Accounts & Lunch Program

400.13 - Students may choose to purchase lunch at school through the school lunch program. Families must put funds into their child's lunch account to cover the cost of the lunches, milk, or make purchases at the canteen (Grades 6 - 8). Participation in the program is optional and the cost is not included in the cost of tuition.

400.14 - Lunch, milk, extra entree and guest lunch prices are subject to change during the school year if costs to provide meals increase or milk prices rise.

400.15 - Students may not have soda pop or energy drinks for their lunch, snacks or after school events.

400.16 - Students will be assigned a PIN for their lunch account. This private number identifies the student and account that funds should be subtracted from. These numbers should not be shared.

400.17 - When lunch balances get below \$10.00, parents will be notified that funds are needed. Should a lunch account balance have zero dollars or a negative balance, **the families lunch ordering account may be blocked** until the account is brought current and funds are available for future purchases.

400.18 - To safeguard our students with food allergies, students are not allowed to trade lunch or snack items.

400.19 - OLG is a nut aware school. Products with nuts should not be sent to school for lunches or snacks. A nut/peanut free table is available for students with allergies. Students would be allowed to bring along a friend to the table as long as that child does not have an allergen in their lunch.

400.20 - Parents may not bring in fast food or restaurant meals in place of school lunch or home bag lunches. Students may NOT have soda pop or energy drinks in their bagged lunches.

400.21 - Students are expected to clean up their lunch items and dispose of them properly.

400.22 - Families may apply for free/reduced lunch programs by completing the required forms for tuition assistance. Determination for qualification depends on meeting the federal guidelines and ability to meet an audit of financial information when required in accordance with program guidelines.

400.23 - Kindergarten students may participate in the state's milk program that ensures all students have access to milk on a daily basis in accordance with **Minnesota Statute 124D.118**.

400.24 - **Minnesota Statute 124D.114** allows schools to provide lactose-reduced milk to students with a doctor's note of a medical condition or allergy that prevents them from having regular milk.

500 - Extracurricular and Athletics Policies

Additional Programming, Sports & Trips (also see attendance requirements)

500.01 - Students are welcome to participate in enrichment and sports programs if they maintain Meets Grade Level Expectations level grades and maintain positive behavior expectations.

500.02 - Students will follow all rules and expectations of the school and the volunteers managing the additional programming and sports programs.

500.03 - Students will participate in field trips related to educational concepts that are set up by their classroom teachers. Students will wear their school uniforms unless otherwise designated by the administrator.

500.04 - Field trip, extra curricular and sports fees will be charged to families through TADS Tuition.

500.05 - Parents may be asked to accompany their child on a field trip if there are concerns related to behavior. If the parent or another approved adult cannot attend, the child may be prevented from participating in the field trip.

500.06 - Students must follow all safety expectations or they may be removed from a field trip/activity/event and parents will be called to pick up their child. Students may not be allowed to participate in a future field trip/activity or event.

500.07 - Students who serve a suspension (in or out of school) may result in automatic dismissal from participation in sports and extracurricular activities for the season.

500.08 - Equipment is to be used properly. Misuse, damage, or loss of equipment and materials will be at the expense of the student/parents to whom materials were issued.

500.09 - Practice times, game schedules and information can be obtained from the coaches. Students should be picked up on time from practices and games.

500.10 - All injuries must be reported to the coach immediately.

500.11 - Parents and visitors are role models for students and representatives of OLG at events and games. As such, they are expected to exemplify good attitudes and sportsmanship by treating all players, coaches, fans, officials and other parents with respect.

500.12 - Parents and students must understand that not everyone will have equal playing time. They must remember that athletic activities are primarily designed for students to learn and have fun. Students are advised to keep winning and losing in a proper perspective, parents are asked to do the same.

500.13 - Students athletes and those in extra curricular activities must be in class for the full school day to participate in practices and/or games on the same day. Exceptions would be a doctor appointment with an accompanying note for the coach/office or a funeral.

500.14 - Students who have disciplinary infractions during the school day may not participate in after school activities, games or practices. Suspension results in automatic dismissal from participation.

600 - ATTENDANCE POLICIES

Daily Arrival and Dismissal Policies

600.01 - The school day begins at 8:30 a.m. and ends at 3:15 p.m. The time of the school day is determined by busing and may change each year. Students arriving late or leaving early must be signed in/out at the reception desk at the school main entry. Parents who are picking up children early will pick them up from the reception desk area and not go directly to the classrooms.

600.02 - All students must go directly home, to childcare or to an activity they are registered for after school. The school is not responsible for students being on the grounds after school hours.

600.03 - Students must be supervised by a teacher, staff member, parent or coach appointed by the school for approved activities and sports programs.

Absence and Tardiness

600.04 - When students are absent, the school may require parents or guardians to verify in writing the reason for the child's absence from school. A note from a physician or licensed health professional stating the child cannot attend or participate may be requested in accordance with **Minnesota Statute 120A.22, subd. 12, a.**

600.05 - Each student is expected to be in school at the designated start time for the full day of instruction according to **Minnesota Statute 120.22.** If a student will not be in school, parents must notify the school office before 9:00 a.m.

600.06 - If a student is coming to school late or picked up early, parents must sign the student in/out. Students will be marked tardy or absent based on the time of day they arrive or leave.

600.07 - Parents may request homework when a student is sick. Items may be picked up at the reception desk by the main doors at the end of the school day.

600.08 - The principal has the responsibility to report all truancy and excessive absences and tardiness to the State as a mandated reporter. Parents could be contacted by social services or law enforcement should a report be filed by the administration.

600.09 - Student athletes must be in school for the full school day to participate in practices and/or games on the same day.

600.10 - Students who were sick during the day cannot participate in sports activities, concerts or other evening events.

Anticipated Absences

600.11 - *Students who are going to be out of school must make up all the work that was missed during their absence. Teachers will provide work for the student when they return.*

600.12 - *When scheduling vacations, every effort should be made by families to coordinate vacations with the scheduled breaks on the school calendar. Vacations on school days are strongly discouraged. Vacations and travel are considered days absent and will be marked accordingly as unexcused absences.*

600.13 - *Medical leaves of absence can be granted due to medical or psychological reasons. During this type of leave, students are expected to keep up with only as much school work as they are able based on written recommendations from a doctor. A teacher can modify assignments, tests or projects even if the student is not on a 504 or IEP during a medical leave.*

600.14 - *Prior to a student's return to school after a medical leave, a physician must provide a signed release for the student to resume full responsibilities of the school day and sports or extracurricular activities.*

Excessive Absenteeism

600.15 - *Excessive absenteeism adversely affects a student's academic standing. Students with poor attendance may be subject to discipline, up to and including dismissal.*

600.16 - *The principal has the responsibility to report all truancy and excessive absences and tardiness to the State as a mandated reporter. Parents could be contacted by social services or law enforcement should a report be filed by the administration as in accordance with **Minnesota Statute 260A.07, subd. 1**. Should a student be reported as truant, families are responsible for any legal ramifications and fees related to the issue.*

600.17 - *When excessive absenteeism is due to a medical concern, the school may ask for physician verification. If verification is not provided, the student may be dismissed from the school.*

Tardiness

600.18 - *Punctual attendance is mandatory for classes. If students are in the building, but not on time in the classrooms, they may be subject to disciplinary actions.*

Truancy

600.19 - **Minnesota Statute 260A.02, subd. 3** defines truancy as follows: *Continuing truant means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without a valid excuse within a single school year for: Three days if the child is in elementary school or three or more class periods on three days if the child is in middle school, junior high or high school.*

700 - SAFETY AND WELFARE POLICIES

Policy on Prevention of Sexual Misconduct and Child Abuse

700.01 - *Our Lady of Grace is committed to maintaining an environment in which all individuals treat each other with dignity and respect. It is the policy of OLG to maintain learning, volunteering, and working environment free from sexual harassment, sexual violence, intimidation, exploitation or child abuse. OLG prohibits any form of sexual harassment, violence or abuse. It is a violation of the policy for any student, employee or volunteer to show sexual aggression/violence, advancements or abuse toward a student, employee or volunteer through conduct or communication of a sexual nature as defined by this policy in accordance with **Minnesota Statute 363.01-363.14, the Human Rights Act and Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 u.s.c.2000e, et., Seq.** All reports of sexual or child abuse will be investigated and reported to authorities accordingly.*

700.02 - **Virtus Training & Essential 3** - *The Archdiocese of St. Paul and Minneapolis requires all school employees, coaches and volunteers to participate in Virtus Training and the Essential 3. The school will certify participation online once the person has completed the Essential 3. Volunteers will not be allowed to work in the building, supervise field trips, parties, or coach teams until the Essential 3 has been completed.*

The school is required by the Archdiocese to teach grade/age appropriate curriculum related to safety.

Entry and Security Information

700.03 - *Visitors may be asked to present proper identification before access to the building is granted.*

700.04 - *All visitors must wear an identification tag in the building.*

700.05 - *All visitors must be approved in advance if they are planning on having lunch with a student. This will be especially important during times of illness or safety concerns.*

700.06 - *The school strives to have a safe and secure environment and will use secured entrances, cameras and other screening procedures.*

Picking up Children

700.07 - *Parents who need to pick up children early from school or who send a person listed on the emergency form, may be asked to show a license before children are released. Children will be sent to the reception desk.*

Fire, Tornado, Lockdown, and Safety Drills

700.08 - *The school will hold the required number of lockdown, fire, and severe weather drills at regular intervals throughout the school year in accordance with **Minnesota Statute 121A.035, section 299F.30.***

Weather Safety for Recess

700.09 - *Students will remain inside for recess when temperatures or wind chill are at zero degrees or below. The school has the discretion to relocate or shorten outdoor recess when school grounds or weather conditions can jeopardize safety. Students who are too sick to go outside are too sick to be in school. Students are not allowed to remain indoors at recess without a doctor's note related to a specific health condition.*

Chemical Abuse Programs and Reporting

700.10 - *Minnesota Statute 121A.26; 121A.29* allows schools to participate in chemical abuse programs and requires schools to report students who we know or if we have reason to believe that a student is possessing alcohol or a controlled substance while on school property or at school related events/activities.

800 - HEALTH PROCEDURES

Accidents and First Aid

800.01 - *Students will be assessed by the school nurse when they are on duty or by another staff member that can provide assistance for small wounds and illness. The school nurse or someone from the office will determine if 911 needs to be called. Parents will be notified regarding injuries or when 911 is called.*

800.02 - *Parents are responsible for keeping emergency information and medication change information up to date in the school office. This includes changes in jobs, cell numbers, addresses, etc. Parents should update this information in TADS.*

Illness

800.03 - *Students who become ill during the school day will be referred to the nurse or school office. The nurse/office will determine whether or not the student is well enough to remain in school.*

800.04 - *Students will be sent home if they have an elevated temperature, are vomiting, have nausea, diarrhea or discharge from any body opening, rashes from unknown causes, sores indicating irritation, ringworm, paleness or listlessness.*

800.05 - *Once parents are called, they must come immediately to pick up their child or find an alternate person to pick up their child.*

800.06 - *Students must remain at home for a minimum of 24 hours after the elevated temperature (without assistance of fever reducer), vomiting, or diarrhea. This time frame may be extended depending on the nature of the illness.*

800.07 - *Serious infections for communicable diseases (chicken pox, lice, strep, flu, COVID) must be reported to the nurse/office. A notice will be sent to families that someone in their child's classroom has a communicable illness.*

800.08 - *Students must have a physician's note to be excused from physical education classes and/or recess. If your child is too ill to go out for recess, they are too ill to be in school.*

800.09 - *The school will maintain a latex-aware environment. Items containing latex (Band-Aids, gloves, balloons) will be discouraged from being used in the building.*

Medication Administration & Allergies

800.10 - Medications should be given at home if at all possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with school policies. Designated school personnel will administer or supervise the administration of prescribed medications. Parents are responsible for tracking medication and keeping supplies up-to-date.

800.11 - Consent forms must be signed by a physician and parent to administer medications and all medications must be in a prescription bottle labeled by a pharmacy with the student's name, medication name, dosage, time to be given, and the pharmacist's date of dispensing.

800.12 - All medications must be stored in the nurse's office, with the exception of students who carry EPI pens and are trained and knowledgeable in dispensing their own EPI pen or asthma medication.

800.13 - Due to allergies and asthma concerns, students and staff may not wear perfume, cologne, heavily scented lotions or use air fresheners in the building.

800.14 - Homemade food/drink items may not be distributed in school in accordance with the **Minnesota Department of Health**. All food must be store bought for consumption in a school setting if they are being shared with other students. Treats must be STORE BOUGHT AND INDIVIDUALLY WRAPPED whenever possible.

800.15 - When treats are allowed for special events we ask that items are nut free. Be aware that we are a nut aware building and not a nut free building.

Immunizations

800.16 - Health records are initiated and maintained electronically through TADS and accessed by the school health office or others as needed for emergencies. These records must include the student's immunization history. Parents must upload all immunization and health records into TADS.

800.17 - Minnesota law requires all students starting school in PK, Kindergarten and students entering 7th grade to have immunizations prior to the start of the school year. If students are not vaccinated by the SECOND FRIDAY following the start of the school year, they will be held out of school until proof of immunizations can be obtained.

800.18 - Students who cannot be vaccinated for medical reasons or whose parents are conscientiously opposed to immunizations may receive a legal exemption. A notarized conscientious objection form must be on file at the beginning of the school year. Be aware if your child becomes ill with a disease that has a vaccine available, health department regulations require the child to be out of school for the entire duration of the illness and incubation period for the date of the last person diagnosed within the school.

Physicals & Screenings

800.19 - Annual physicals are required for PK - Kindergarten and seventh (7th) grade. Physical forms must be on file in TADS or sent to the school office at the beginning of the school year. These physicals align with mandated immunization visits.

800.20 - Health screenings take place in various grades for various conditions. Screenings may include vision, hearing, color deficits, etc.

800.21 - Medical appointments and dental appointments should be made outside of the school day. Students missing school for appointments will be marked tardy or absent based on the time of the appointment or when arriving/leaving school.

School Psychologist

800.22 - The school works with a school psychologist. Parents will be contacted if your child is referred or it is recommended that they speak with the school psychologist. Services may be provided in accordance with **Minnesota Statute 123B.44**.

900 - POLICIES ON STUDENT RESPONSIBILITIES AND BEHAVIOR

Code of Conduct, Behavior Policies, Responsibilities and Expectations

900.01 - Students are expected to follow the rules and expectations and to do their part to provide a safe environment that is free from disruptive behavior, that does not pose a potential or actual danger and that is not disruptive to the learning and teaching process. This includes taking ownership of their behavior and consequences received for their choices. **Minnesota Statute 121A.45, subd. 2** states that a school can suspend or expel a student for willful violation of reasonable school policies and regulations related to conduct. Conduct which materially or substantially disrupts the rights of others to receive an education or conduct that endangers the student or other people or the property of the school or others.

Students are expected to act in accordance with Catholic principles in their behavior with others, including their peers. They are also expected to respect the property rights of other students, faculty, and the school. Our Lady of Grace Catholic School expects students, parents and families to cooperate with the school in reaching these goals.

Improper behavior will not be tolerated and is grounds for disciplinary measures, up to and including dismissal. Behavior at school events, whether on or off school property, and while using resources provided by the school, whether on or off school property, is governed by all expectations and policies outlined in this handbook. In addition, Our Lady of Grace Catholic School reserves the right to discipline students for behavior outside of school or school events, which disrupts the school or the school environment.

Consequences

Our Lady of Grace Catholic School reserves the right to determine in its sole discretion the appropriate consequence for any violations of its policies. Consequences for violations may include, but not be limited to: loss of privileges, detention, suspension, disciplinary probation, and disciplinary dismissal.

Expectations

900.02 - Students will be prompt and prepared.

900.03 - Students will respect adults by listening, using respectful language, promptly following directions and being respectful of others and of property, theirs and others.

900.04 - *Students will remain on task and allow others to do the same.*

900.05 - *Students will display truthfulness, kindness and empathy toward others.*

900.06 - *Students will attempt to solve issues appropriately with their words and then reach out to an adult if things do not improve.*

900.07 - *Students will display positive and productive character traits including doing their best, being honest, and seeking/providing forgiveness.*

900.08 - *In the case of gross misconduct, the principal has the sole authority to suspend or expel a student. Gross misconduct is defined but not limited to conduct which creates or puts others at risk of physical, mental, emotional injury, in harm's way, damages property or displays conduct that impairs the discipline and order of the school environment.*

900.09 - **Minnesota Statute 121A.61** requires schools to adopt a discipline policy. The policy includes notifying parents of concerning behavior and/or removal from class. After the student has been removed from any combination of classes more than ten (10) times in one year, a meeting will be scheduled with parents, administrators and the priest to discuss enrollment status of the student or having a student put on a behavioral improvement plan.

900.10 - **Minnesota Statute 121A.4 - 121A-56** REQUIRES that any disciplinary actions of the student who are suspended or expelled are added to the student's permanent records. This information must be included with records that are transferred to other schools. Formal disciplinary records will be transferred in accordance with practices under **Chapter 13 and the Family Educational Rights and Privacy Act, United States Code, title 20, section 1232(g).**

900.11 - **Minnesota State Statute 123.90, subd. 2** states that eligibility to ride a school bus may be revoked for violation of bus safety or conduct policies. Riding on the bus means that students will follow school/bus rules when riding and rules shared by the bus driver/company. Specific consequences for inappropriate bus conduct could generate a misconduct report from the driver/company and lead to loss of riding privileges for coming to/from school or for field trips.

Hazing

900.12 - **Minnesota Statute 121A.69** states that students or staff that are involved in activities on or off school property during or before/after school hours related to hazing of other students, potential students, school faculty, personnel will be disciplined in accordance with school policy and Minnesota law. Discipline actions may include, but are not limited to suspension or expulsion. If a crime is committed in accordance with state or federal laws, the incident will be reported to the police. Criminal or civil prosecution may be a result of the incident.

Cheating & Plagiarism

900.13 - Cheating is a misrepresentation of a student's abilities or efforts by using the work of others as your own by copying answers to complete assignments, projects or tests. All students involved in cheating will be subject to consequences. Cheating can include but is not limited to telling classmates about materials and questions on an upcoming test/quiz, receiving questions, answers, or material that will enhance your performance whether intentional or unintentional, copying someone else's work, changing answers during in-class corrections, copying outside resources to complete school work, plagiarism, etc.

900.14 - *When a student is suspected of plagiarism or cheating, the teacher will collect the materials and the student will receive a zero (0) for the work. The teacher will contact the parent and the principal will be notified.*

900.15 - *Consequences for second offenses and beyond will incur an in-school suspension and meeting with parents/teacher.*

900.16 - *Students in grades 4 - 8 will be instructed annually about what constitutes plagiarism.*

Cell Phone Possession & Other Electronics by Students (a more detailed policy must be signed by parent and student)

900.17 - *All cellphones and other personal electronic devices may not be used for personal communication, including smart watches and similar devices that can make calls and access the internet and social media accounts. These items are prohibited during the school day. If students need to call home, they must use the phone in the main office. However, forgotten homework and setting up playdates after school are not reasons to make calls home.*

900.18 - *Students who need to carry a personal device must leave them powered off during the school day and they must remain in their locker or backpack the entire day. OLG is NOT responsible for personal devices that are lost, stolen, or damaged.*

900.19 - *Violations of this policy will result in the personal device being confiscated and parents will be contacted to pick up the device. Continued violations of this policy will result in the student being required to turn the device into the school office each day.*

900.20 - *Students are not allowed to take pictures, videos or record sound with any electronics in the classroom or other areas without direct permission from the teacher and the activity must be directly related to a specific school project. Violation of this policy will result in loss of using equipment or confiscation of a personal device.*

Weapons

900.24 - *Weapons are not allowed in a school zone, which is defined as any property owned, leased, or controlled by a school district or an organization operating a non-public school where educational services are located or the building is used for educational purposes or where extracurricular or co-curricular activities are regularly provided. This also includes the school property to a distance of a city block beyond the school property and the areas within a school bus in accordance with **Minnesota Statute 2001, section 121A.05-06 & 152.01, subd. 14a.***

900.25 - *All schools must report incidents involving the use or possession of a dangerous weapon or look alike weapon in school zones. Minnesota statutes require school officials to contact law enforcement about any student who brings a weapon, firearm, knife or other dangerous item to school. Students found to have a weapon at school will be expelled from the school for a period of one year, in accordance with State law. The Act gives school officials the opportunity to evaluate situations on a case-by-case basis to apply a lesser punishment, in particular with SPED students.*

900.26 - *Items such as knives, replica firearms, starter guns, splatter guns, slingshots or any form of weapon that expels any type of projectile or in administrative judgment any other personal or household gadget used inappropriately to cause danger, used to threaten others or cause harm can be considered a weapon by administration.*

Prohibited Substances and Inappropriate Materials

900.27 - *There is no smoking, tobacco use, or vaping permitted at Our Lady of Grace Catholic School or on school or parish grounds.*

900.28 - *Drugs and alcohol are not permitted to be used by students at OLG, with the exception of medications that are sent by a physician and follow the policy related to prescription medications. Alcohol will not be permitted at school events that involve children.*

900.29 - *Chemical use is defined as any use of chemicals that alter the normal functions of the mind or body. It is the school's position that the consequences for a student who uses, sells and or distributes substances will be required to seek professional assistance and a meeting will be held with parents to receive permission for the school to speak with the professional working with the student. Furthermore, disciplinary consequences may be considered by the school administration for the student's chemical use up to and including expulsion.*

900.30 - *Any student who knows that there are chemicals being used or abused by themselves or another student, even if they are not using themselves, are considered to be present and aware, could face disciplinary actions for not informing an adult.*

Gambling

900.31 - *Gambling or trading property, regardless of value, is not permitted. Any money exchanged will be collected and donated to charity.*

Profanity

900.32 - *Profanity and disrespectful language or symbols/gestures or written forms of profanity are not permitted.*

Threatening Language

900.33 - *Threatening language by a student to another student or adult may result in suspension and/or possible expulsion.*

Theft, Vandalism, or Destruction of Property

900.34 - *Theft, vandalism, or destruction of school or church property or the property of others will result in disciplinary action. Students are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Students/Parents will be required to pay for damage to desks, lockers, other equipment, or property. Unauthorized use of school equipment is forbidden.*

Bullying

Definitions - *Bullying is defined in the Minnesota Statute 121A.0695 as conscious, willful, deliberate, hostile and/or repeated acts by one or more people that cause physical, mental, social, or emotional harm to a person or damage to their property. Our Lady of Grace finds any form of bullying as unacceptable.*

900.35 - *For purposes of this policy, "Bullying:" Deliberate or intentional behavior using words or actions that are intended to cause or does cause fear, distress, intimidation, or harm physically, mentally, emotionally, or*

socially. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:

- a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);*
- b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);*
- c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and/or*
- d. Cyber bullying.*

900.36 - "Cyber bullying:" The use of any electronic device to harass, intimidate, or bully, whether on or off school grounds. "Cyber bullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyber bullying as well.

900.37 - The term, "On school property or at school-related functions:" includes school or parish buildings, school grounds, and school property or property adjacent to school grounds; school buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school/parish grounds and premises; and school-related trips, functions, activities, sports, or events. While prohibiting bullying at these locations and events. The school does not represent that it will provide supervision or assume liability at these locations and events.

900.38 - A person who observes an act of bullying or becomes aware of such an act must report it to a teacher or the principal, or they could be held responsible for being an accomplice.

900.39 - Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.

900.40 - Making false accusations or false reporting of bullying is prohibited.

*900.41 - Students violating the rules and/or displaying a pattern of behavior, which disrupts any school or parish environment and is detrimental to the climate of the school will be put on behavioral probation. **Behavioral probation** means a student is subjected to greater scrutiny and accountability in regards to their behavior, attitude, attendance, academic performance and other areas. Consequences could include loss of privileges, loss of participation in activities and events, removal from bus riding, assigned seats, etc.*

NOTE: The administration of Our Lady of Grace Catholic School retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy and other policies.

No Expectation of Privacy

900.42 - Our Lady of Grace Catholic School is a non-public school. Students have no expectation of privacy while on school/parish-owned property or in their use of school-owned or school-provided resources.

*900.43 - **Minnesota Statute 121A.72** allows the school the right to interview any students and to search a person and/or personal effects including but not limited to lockers, bags, backpacks, desks of any student at any time. The right to search, interview or inspect may be based upon any claim, report, information and/or document, whether or not substantiated or investigated and whether or not such information relates to on-campus activities of students. The right to interview may be exercised without prior notice to and outside of the presence of the parent/guardian of the student and may occur with or without the consent of the student or their families.*

900.44 - Lockers are assigned to the students at the beginning of the year in some grade levels. Each student is responsible for keeping his/her assigned locker clean, inside and out. Damages caused by tape, stickers, locker shelves will be charged to the students responsible for the damage.

900.45 - Questionable or inappropriate decorations or pictures will be removed. Students may not switch lockers or use vacant lockers without permission from the administration.

900.46 - Students are not allowed to bring personal locks from home and put them on the lockers. Locks found on lockers that were not distributed by OLG will be cut off and the student/parent will NOT be reimbursed for the damaged lock.

900.47 - At OLG, we strive for a safe and secure environment using cameras throughout the building. Students and their families/guests will be recorded while they are in and around the building/grounds without express permission.

1000 - DRESS CODE

Dress Code and Personal Appearance

1000.01 - OLG school uniforms are to be worn and in compliance each day, unless a no uniform day has been announced by the school administration. All uniform pieces must be in good condition, free from stains, holes, and properly fit the student.

Shirts - Short or long sleeved polo shirts with OLG insignia must be worn. K - 5 students wear dark green and 6 - 8 dark blue polo shirts are required. Shirts may not show past the bottom hem of the blazer. Students may wear a plain white tee shirt under their uniform shirt.

Jumpers & Skirts - K - 3, a Watch Plaid jumper from Educational Outfitters is required. Grades 4 & 5, a Watch Plaid skirt from Educational Outfitters is required. Grades 6 - 8, a khaki skirt from Educational Outfitters is required. Jumpers and skirts must not be more than 2 inches above the top of the kneecap. **Skirts and jumpers are required for Mass days. Girls must wear leggings or gym shorts under their skirts/jumpers.**

Pants & Shorts - Grades K - 5 wear navy uniform items from Educational Outfitters. Grades 6 - 8 wear khaki uniform items from Educational Outfitters. Pants and shorts must be cotton, twill or chino, fabric and have straight legs. Denim, corduroy, elastic hems, and cargo pants are not allowed. **Shorts may not be worn on Mass days.** Belts are optional, but must match the pants or shorts if worn. Pants and shorts must fit comfortably and be worn around the waist. **Shorts may be worn from April 1 - October 31 weather permitting.**

Sweatshirts - All uniform approved sweatshirts are sold through the OLG Spirit Shop. Non OLG sweatshirts are not permitted to be worn in the school building.

Leggings & Socks - Black leggings, straight or slightly flared, may be worn under skirts and jumpers. If leggings are not worn, then gym shorts must be worn under skirts and jumpers. This is especially important for recess and gym days. Socks with jumpers/skirts/shorts must be solid white. Socks worn with pants must be black or white. Visible stripes, logos, or insignias are not permitted when wearing shorts or skirts/jumpers. Socks must be worn at all times.

Blazers - Navy blazers for grades 6 - 8 are purchased through Educational Outfitters and must have the OLG insignia. Blazers are required to be worn on Mass days and for special events. Shirts may not hang below the hem of the blazer. It is suggested that blazers be kept in lockers for ease of use.

Shoes - Shoes must be clean, soled shoes. No boots, high-tops, sandals, backless shoes, crocs, or wheeled shoes. Shoes with lights are discouraged. Gym (tennis shoes) shoes are required for physical education classes.

Optional Layering - Students may wear a plain white tee shirt under their uniform shirt. No lace or embellishments allowed. No print on the shirts and nothing can be visible below the uniform sleeves, hems, or polo shirts.

1000.02 - Students with uniform violations or are noncompliant with their uniform or no uniform day policies will need to contact parents and proper attire will need to be brought to school. Parents and students are responsible for making certain that uniform compliance is in check prior to leaving for school each day.

1000.03 - Hair must be neat and clean. Students may not wear headscarves, face/body paint, glitter, unusual hair dyes, or hairstyles that are distracting.

1000.04 - Make up is not permitted to be worn by K - 5 students. Students in grades 6 - 8 may wear minimal makeup. Make up may not be inappropriate or excessive. The Administrative Team has final discretion on the appropriateness of makeup worn by students.

1000.05 - Names should be put in uniform pieces. Items will be put in the lost and found that cannot be identified as belonging to a student and given to the uniform exchange. Other lost and found items will be donated to a charity at the end of the trimester or sooner if the volume is too great to store.

No Uniform Days

1000.06 - Students will come to school on no uniform days dressed in neat, modest and appropriate attire. Clothing must be in good condition and reflect Catholic values with respect to physical fit and modesty.

1000.07 - No ripped or torn clothing (even if it is the style), clothing that displays weapons, alcohol/tobacco/drugs or inappropriate language, pictures or messages.

1000.08 - A shirt must be worn over or under all tank tops and spaghetti strap items. This applies to both boys and girls. Shirts may not be halter-tops, tight fitting, or show stomach or lower back.

1000.09 - Shorts worn on out of uniform days must be school uniform shorts.

1000.10 - Pajama bottoms & low riders may not be worn on out of uniform days. **Leggings and yoga pants may not be worn as pants.** Loose fitting joggers may be worn.

1000.11 - Students may not display undergarments.

1000.12 - Students who do not adhere to the dress code will remain in the office until their parents can be reached and bring suitable clothing.

Dress Guidelines for Volunteers

1000.13 - *To create and maintain an environment conducive to the educational objectives of OLG, please adhere to a reasonable standard of modest dress that reflects and serves as a positive role model for students. Attire should be modest. Please be mindful of the activity that you will be doing at school while volunteering, so you can eliminate exposure during bending, kneeling, etc.*

1100 - GENERAL POLICIES

Birthday Parties & Invitations

1100.01 - *Invitations to birthday parties or social events cannot be distributed before, during or after school. Invitations should be mailed or emailed to parents.*

1100.02 - *Due to wellness policy mandates from the federal government and allergy issues, parents must send NON-FOOD items as birthday treats. Items such as stickers, pencils, fun shaped erasers, bouncy balls, silly sunglasses, bubbles, etc. are encouraged. Parents may also choose to donate a book to the library or your child's classroom library.*

Textbooks/Supplemental Materials

1100.03 - *At the beginning of each school year or school term, each student is provided with textbooks. Students are required to return these and other loaned materials in good condition at the end of the course/year. This policy also applies to library books and supplemental materials. Families must compensate Our Lady of Grace Catholic School for damaged or lost books and materials. Parents will be charged for the full replacement costs of each book.*

Student Property

1100.04 - *Our Lady of Grace is not responsible for student property, including money or valuables that are lost, stolen or misplaced. Students are encouraged not to bring personal items, toys or money to school.*

Photos

1100.05 - *OLG produces various documents, electronically, in print, such as advertisements or school/parish publications, social media posts, local news papers, yearbooks, and website posts. As part of the production of these items, pictures of students or their activities and work may be included. Parents who do not wish to have their child's photos used must submit a note to the school administration before the first day of school. Please be aware that sporting events, concerts and plays are considered public events and permission is not required. Also be aware that other parents may take photos and use them on their personal social media posts. OLG is not responsible for other parents and guests posting items on their accounts.*

Inclement Weather/School Closings

1100.06 - *Should the school have a late start, early dismissal, or cancel school due to weather or other issues, announcements will be made on local television stations, a school communication and our website. If the EDINA SCHOOLS ARE CLOSED, OLG WILL BE CLOSED due to shared busing.*

1100.07 - OLG uses an emergency alert system to notify parents of an emergency situation (i.e. school closings). Parents will need to provide cell phone numbers and an email address to receive the notifications.

Movies and Visual Media

1100.08 - OLG recognizes that videos and movie clips can be great teaching tools. Nevertheless, videos are not to supplant instruction and should complement teaching and instruction only. Teachers will not show videos with PG-13 ratings without permission.

Pest Control

1100.09 - **Minnesota Statutes 121A.30** requires schools to notify parents when pesticides will be applied while students are in the school.

Twins Policy

1100.10 - **Minnesota Statute 120A.38** allows parents to let the administration know if their twins should be separated in different classrooms or if they should remain together. Parents may change their preference for each school year, but not during the school year that is already in progress. Parents should let administrators know at the end of the year for the following school year.

Library

1100.11 - The library may set limits on the number of books a student may check out from the library.

1100.12 - If books are damaged or lost, parents will be billed for the replacement costs. Should the book be found after a replacement is ordered, a refund will not be given.

1100.13 - Reference materials may not be put in circulation but may be copied per copyright law.

1100.14 - Checkout privileges may be discontinued until all overdue materials are returned. Overdue items should be returned to the circulation desk.

1100.15 - Parents should contact the librarian or principal if you have questions about a book that should be removed from the library.

Teacher Requests

1100.16 - In the spring, grade level teachers and administrators will create classroom compositions for each school year based on what they know about a student's strengths, weaknesses and social interactions. We will also match the student to the teacher that we feel will best meet your child's needs for the grade they are entering. Parent requests for specific teachers are strongly discouraged as we know your child as a learner and you know them at home. The school administration has the final authority on student placement and schedules.

Wellness Policy

1100.17 - OLG is required to have a wellness policy that includes nutrition guidelines, goals, nutrition education and physical activity. Foods and beverages served at OLG through the lunch program will meet nutrition recommendations of the U.S. Dietary Guidelines for Americans.

1100.18 - OLG will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. OLG may not have competitive foods available during the school day, including access to pop machines, candy machines or other high sugar, high carbohydrate, high fat content foods. Snacks must contribute to a child's health in a positive way.

1100.19 - OLG will discourage the use of foods and beverages as rewards and will limit celebrations that involve food during the school day.

1100.20 - OLG will teach about nutrition, health, and physical education as part of its regular curriculum in order to provide students with knowledge and skills necessary to promote and protect their health.

1200 - COMPUTER USE AND TECHNOLOGY POLICIES (PARENTS AND STUDENTS WILL BE REQUIRED TO SIGN OFF ON THIS POLICY BEFORE DEVICES ARE RELEASED TO STUDENTS)

Technology Acceptable Use Policy (E readers will be held to the same policies)

1200.01 - All electronic devices used in school by students will be provided to the students by OLG and the devices will be managed by OLG. The use of computer hardware, software and school networks is a privilege at OLG and not a right. Students may not remove asset or identification tags on the devices or attempt to repair a device.

1200.02 - Students may not listen to music via a media player/headphones during the school day except as required by a teacher.

1200.03 - Personal use of electronics for game playing, apps, access to inappropriate websites, etc. will lead to confiscation of the electronic device.

1200.04 - All students and parents must sign the acceptable use policies and follow accordingly or risk the loss of access. Students will not receive a school issued device until both the student and a parent/guardian must sign the acceptable use agreements. Students that damage or lose their school assigned devices will be charged for the repair or replacement of the items.

1200.05 - Producing, exchanging, and retrieving information electronically by taking advantage of technology, media equipment, e-mail, or the Internet presents valuable opportunities for students. It is the responsibility of the students, parents and staff to ensure that these information systems are used in an efficient, ethical, and lawful manner. This includes using copyrighted materials correctly and in accordance with the law.

1200.06 - OLG supports the use of school provided technology assets and services to students to enhance learning. Students and parents must sign the acceptable use agreement in order for students to use the technology provided by the school. The school staff or administrators may view the contents on any device at any time. If a student is asked to show or turn over the device, they will do so immediately.

1200.07 - Students may not use technology or other items to transport, transfer, distribute pornographic, obscene or sexual material, obscene abusive or sexually explicit, racist, political, hate propaganda, or threatening language. Students agree that they will not violate any local, state or federal statute, vandalize, damage or disable property of another individual or the school, access another individual's materials, information or files without permission, violate copyright or otherwise use intellectual property without permission, gain access to the server information not open to students or the public, use private or free email services, use chat rooms or instant

messaging, access political or commercial purposes, allow others to access or use your school account, reveal identifying information for yourself or another, engage in any use of technology that disrupts the educational or administrative goals of OLG.

1200.08 - OLG is not responsible for students making purchases or unauthorized financial obligations resulting from students' use of OLG technology assets or services.

1200.09 - The school has taken precautions to restrict access to inappropriate content through a filtering and monitoring system. However, it is impossible to control everything that a user may discover on the global Internet. Students may accidentally come across material that is controversial, offensive or inappropriate. If a student comes across this type of material, they should immediately report it to their teacher, who will in turn contact the IT administrator with the site information.

1200.10 - It is the user's responsibility not to initiate access to inappropriate materials. Our Lady of Grace expressly disclaims any obligation to discover all violations of inappropriate Internet access. Be aware that students will be held accountable for any activity that is contrary to State or Federal law; including distributing or obtaining copyrighted software or information without proper authorization from the copyright holder.

1200.11 - Students may not access or download software to any of the school equipment.

1200.12 - Parents and family members may not use a school provided device that is intended for student use as a personal device for themselves when students have the computers and devices at home.

1200.13 - Students are responsible for good behavior and appropriate internet etiquette on school devices. Students' Internet access is contingent upon successfully meeting this responsibility on an ongoing basis. Access to these resources is a privilege and not a right.

1200.14 - Students and parents may not access their personal email or use forms of instant messaging on school devices unless it pertains to the students academic program AND THEIR SUPERVISING TEACHER has approved the student accessing it for a ONE TIME USE.

1200.15 - Students are not permitted to register for any programs or software that asks them to reveal their full name, phone numbers, or home addresses of themselves or others.

1200.16 - Students may not send, display or download offensive messages, pictures, or material that advocates illegal activity. Students may not download screensavers or use screensavers other than those provided in the default settings of the computer.

1200.17- Students may not send viruses, illegally visit (hack) or otherwise damage computers or works of others. They may not use the school devices to promote or use them for commercial purposes.

1200.18 - Students must show proper care and use of all equipment and limit use to educational purposes. Students must follow teacher/staff instructions and respect volunteers who assist with instruction. They will take responsibility for and care for the school assigned device and the protective case. Caring for the device includes, but is not limited to not leaving the device unattended, not carrying it by the screen, not eating or drinking around the device, and not putting things on top of the device, slam or move the device by the lid, etc. Students may not decorate or deface the device. Cases may be appropriately decorated with parent approval.

1200.19 - *Students must respect and understand the privacy rights of other students and staff. They will not attempt to access other student's or OLG staff member's subscriptions, logins, files, or personal information.*

1200.20 - *Students will not use or damage another person's device.*

1200.21 - *Students will not give out theirs or other people's personal information including, but not limited to their name, address, photo or other identifying information on the Internet, nor will they misidentify themselves on online communication to attempt to avoid detection for any misbehavior or rules violations.*

1200.22 - *Students will not change the configuration on their school assigned devices, including the network and security settings. They will not delete browser history, cache, or cookies. They will not install or remove hardware or software, except as directed by an OLG staff member.*

1200.23 - *Students will bring the devices to school each day, fully charged. Students will transport the device in the carrying case provided by the school. Students will not take their device on vacations or places other than school, home or the library.*

1200.24 - *Students will use the devices in the classroom only under teacher supervision. Students may not use the computers in the hallways, lunchroom, and playground, on the bus or car. Students will only operate the devices on a flat, stable surface.*

1200.25 - *Students will turn the devices in on weekends, vacations when the school plans to do routine maintenance as requested.*

1200.26 - *Students may not leave or store their computers in the lockers overnight or on weekends. If they are unable to take their computer home, they must make arrangements with the Help Desk to put the device in a secure location.*

1200.27 - *Students will immediately report if a device is lost or stolen to their parents and to the school officials within 24 hours. Damages will also be reported and students will complete a repair form and turn it into the Help Desk within 24 hours or the next school day, whichever is shorter.*

Social Media Policy

1200.28 - *Students may not access social media accounts using school devices at any time.*

1200.29 - *When posting to a social media account, students and parents are expected to use good judgment in all situations and behave in a way that will make you and others proud and will reflect well on the school. Students and parents should always treat others in a respectful, positive and considerate manner when posting on social media. Pictures posted on social media should not identify students by name or be tagged to a minor. As some families do not want their children to be included on social media accounts, you must seek permission to use a student's likeness if that person is not your child.*

1200.30 - *Regardless of your privacy settings, assume that all of the information you have shared on a social network is public information.*

1200.31 - Photos, videos and audio files that may defame, damage, degrade or harm any individual, group or entity, or those showing or mentioning alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the school community will be removed from the site. This includes material that is threatening, illegal, harassing, obscene, defamatory, slanderous or hostile toward any individual or the school/parish.

1200.32 - OLG students and parents represent the school on social media; please stick to discussing positive school experiences to areas that are in your area of responsibility/direct experience. The school will ask parents to remove inappropriate posts. Students and parents are asked to share and interact in a way that will enhance your reputation, the reputation of others and the reputation of the school, rather than damage them.

1200.33 - Adults should be open about their affiliation with the school and the role/position that they hold if they are posting about the school, students, activities or events. Students and adults may not post material that violates the privacy of others or their intellectual property. Students and adults may not promote or advertise commercial products, solicit business, memberships or seek financial gain through the school's sites.

1200.34 - Students and parents should not make friend requests of school staff or accept requests from school staff.

1200.35 - Posts made under multiple names, an alias or false identity will be removed from the site. Allowing others to post under your name is not allowed.

1200.36 - Post images with care, including brand, trademarks, copyright information and images of the school, students, parents, and staff. Please do not caption photos with the names of students.

1200.37 - Do not post details about exact time/locations or travel itineraries related to field trips.

1200.38 - A member of the school leadership team must be added on as an administrator of any OLG/PSO social media account. The administrator can ban posts from participants and refuse future posts from specific emails or IP addresses. They may also remove or edit postings, photos, videos, audio, data files or comments at any time for any reason, whether or not they violate this policy.

1200.39 - Students are prohibited from accessing social media sites or the internet on a personal device at school.

1200.40 - Students are not allowed to create digital still photos, video or audio recordings of OLG staff or community members either on or off campus without the express permission of the person who you wish to video or photograph.

1200.41 - Students are prohibited from posting pictures, videos, songs and audio clips that may be protected by copyright laws. It is a violation of copyright law to use other people's ideas, thoughts, property or work without their permission. It is a good practice to hyperlink written sources. OLG is not responsible for students who do not follow copyright laws when posting.

HANDBOOK INFORMATION ABOUT EVENTS, ACTIVITIES, AND OTHER IMPORTANT THINGS TO KNOW

Accreditation - The Catholic identity and faith formation programs of Our Lady of Grace Catholic School are reviewed by staff from the Archdiocese of St. Paul and Minneapolis. In addition, Our Lady of Grace is a member of the Minnesota Nonpublic School Accrediting Association (MNSAA), which evaluates the schools educational programs. OLG files yearly reports and participates in team visits from MNSAA and the Archdiocese to be certain that programs are meeting or exceeding standards.

Band - Band is offered at OLG for students that are in grades 4 - 8 that show musical interest and aptitude. There is an additional cost for band participation beyond the cost of the instruments and music. Fees for band will be charged through TADS. Instruments may be purchased or rented from vendors not associated with the school.

Busing - The City of Edina will provide bus service to OLG Students within the Edina Public School District boundaries. The following guidelines have been set by the Edina Public Schools Transportation Department: The buses will use Efficiency Reserved Seating (ERS) to allow for faster loading and unloading of the buses. Drivers will learn student names and once a seat is selected, this will be your child's seat for the remainder of the year unless the driver or administration feels that behaviors can improve with a change in location. The driver has the final determination of seat location. Questions should be directed to the Transportation Department at Edina Public Schools.

Due to high ridership, students will not be allowed to transfer to another bus or ride home with a different student on their bus.

Families living in the Eden Prairie Bus Zone pay an annual fee per family, regardless of number of children or number of days riding the bus. Families can pay in one installment in August or in two installments in August and January. The Eden Prairie Bus Zone is roughly bordered by 494 on the north, 169 on the east, Minnesota River on the south, and Flying Cloud Drive on the west. Non-zone families are eligible to ride but would most likely need to use the satellite stops.

Transportation reimbursements may be available to families that provide their own transportation outside of the Edina District Boundaries. There is no guarantee that the amount that districts reimburse is the same from district to district and it is a nominal amount and there is no guarantee that you will receive a reimbursement if you complete the form by the first week of school. OLG will credit all reimbursements received by the school for busing to your TADS account. Districts interpret the rules differently from district to district.

Bus riders are expected to follow all behavior expectations and are aware that misbehavior could result in seat reassignment, suspension from the bus for a determined period of time or expulsion from the bus. Should a student be suspended or expelled from the bus, parents will need to make arrangements for their child to get to school each day.

If students do not have after school events/sports, they are expected to take the BUS home, as the amount of cars in the area is becoming a concern for the local residents and businesses.

Non-Bus School Days - There are times that OLG may be in school when Edina is not in session, making busing unavailable. Parents will be notified and will be responsible for getting their child(ren) to/from school. Students will not be given an excused absence if they do not attend school on a non-bus day.

Car Riders - Please follow the carpool diagram on the website. Students should be exiting the car immediately and have their items ready once the car comes to a stop. Parents should not exit the car. Children should only exit the car on the sidewalk side, as the other side of the car is a driving lane.

Students should NEVER be dropped off or picked up at the large church doors. They must be picked up/dropped off at the school entrance.

Do not drop or pick up children at the Middle School doors off of the Administration driveway. This is a pedestrian route for walkers during carpool time. Do not come from the administration driveway and cut in line. This is unsafe, unfair and frustrating to those who are correctly using the carpool system.

Do not use the exit to the service road that is near the athletic field during the afternoon dismissal time.

Students and parents should NEVER walk between cars or buses.

Please place the name sign provided on the front right visor or dashboard. This helps staff to identify which students will be picked next so the students may get ready to enter the car. It allows for more efficient loading of all students.

Do not park by the sidewalk near the front entrance as buses and vans deliver students there during the day and you would not want damage to your car from buses and vans backing up to move around a car that is parked where it should not be parked.

Families should enter the campus coming from the west on Eden Avenue making a right hand turn into our campus. This will alleviate some of the congestion for our community.

Camp Foley - Camp Foley is an educational camp experience for the sixth graders. The students spend three days at the camp. Chaperones include the teachers and a limited number of parents. There is a fee for the cost of the camp. Families may apply for scholarships for the camp if they cannot cover the cost on their own.

Donations - If you wish to make a donation to the school of electronics, library books, office supplies, art supplies, or other items, please contact the school administrator before bringing the items to the school. Thank you for thinking of us.

Extended Child Care - Childcare is available before and after school for an additional cost. Parents must register for the program. A fee schedule will be provided to families based on time and days needed. Vacation care is also available if there are enough people interested in attending and people to work the vacation days.

Grievances - Unfortunately, even among Christians, there can be disagreements and, at times, conflict. The following procedures should be followed to facilitate a quick resolution.

Students:

- Remain calm; loss of one's temper only creates more problems and can result in the escalation of the situation beyond what is necessary.
- Do not discuss the situation during class or school time. This results in unnecessary participation of the class in something that is at issue with you and your instructor. It also can waste class time.
- Set an appointment with the staff member to discuss the situation privately.
- Pray together. Share concern calmly, honestly, and sincerely with your instructor.
- Remember to be respectful. You and the staff member may be angry. Anger does not create the best environment for a discussion. Make sure you enter the discussion with your anger in control.
- Listen with an open mind to what the staff member has to say. Remember you want to be heard and understood, the staff member deserves the same benefit.
- If you feel the issue was not resolved or needs further resolution, set an appointment to meet with the staff member and the principal.

Parents:

- Remain calm. Remember you are to be an example to your student in how you react or respond to any given situation. It is crucial that you do not undermine the authority figure in front of your student in words or actions. Pray about the situation or incident.
- Know in your heart that you and the staff member are on the same team.
- Make sure you hear both sides of the situation before you determine what your next step will be. You will find that most situations will resolve themselves and are the result of a simple misunderstanding or lack of communication.
- Do not take sides.
- To the best of your ability, try to resolve the situation with the staff member. If the issue remains unresolved, set another meeting with the staff member.
- If you feel an issue has become impossible to resolve, set an appointment with an administrator for resolution.

Holiday Celebrations - The school holds parties for Halloween, St. Valentine's Day and St. Patrick's Day. Parties are approximately 40 minutes at the end of the school day. The students participate in an all school Christmas Liturgy and lunch.

Organics Recycling - In an effort to be good stewards of God's Earth, we practice recycling of food, paper, cans, bottles and regular trash. Please help us in our efforts when you are in the school building.

Parish Bulletins - Items that need to be placed in the parish bulletin must be submitted 7 days prior to the weekend that they are being printed. The pastor has the final authority on all OLG parish related communications.

Parent School Organization (PSO) - The PSO exists to support and enhance the education of the students and the school community. Membership in the PSO is open to all parents and guardians who have students enrolled in the school. There are dues payable to the organization, which helps with various events and activities at the school. Meetings are open to all and more information can be found on the school website.

Tutoring - Teachers are not allowed to tutor their own students for payment during the school year. This is in accordance with the National Catholic Education Association Code of Ethics.

Sacramental Programs - Students of OLG are prepared to receive Sacraments of Reconciliation and the Eucharist in second grade. The instruction for Sacraments is within the normal course of the school day, while the preparation for the ceremony is done through the Parish in conjunction with Faith Formation Ministry.

Confirmation at Our Lady of Grace takes place in 8th grade. Preparation occurs during the school day and outside of it with some special preparation events and activities through the Faith Formation Ministry. The Confirmation candidates participate in an overnight retreat. This retreat is not part of your school tuition and families will be charged for the event.

Saint John Paul II School - OLG School and parish has a sister school relationship with St. John Paul II School in North East Minneapolis. This relationship helps the OLG community to expand its vision and hearts by helping to support the needs of the students who are living in an impoverished area. The students attend some of our field trip events.

Saint Joseph and Our Lady of Grace High School (Ghana) - OLG school and parish has a sister school relationship with St. Joseph's and Our Lady of Grace High School in Ghana. This relationship helps the OLG community to expand its vision and hearts by helping to support the needs of the students who are living in an impoverished area. Staff may take mission trips to the site and help with projects and bring supplies.

School Advisory Council (SAC) - The School Advisory Council is established to assist the pastor and school administration in the governance of the school. The SAC is a consultative body and cannot act apart from the Pastor and Head of School and cannot make decisions binding to the school without Pastor approval. Topics and areas of consultation vary.

The SAC has responsibilities in the areas of education, finance, marketing, policy, social justice, strategic planning, technology, and the selection of the Head of School.

SAC has ten appointed members, for terms of three years, July through June. Membership is open to registered parishioners of OLG who are 18 years of age or older. Salaried parish/school employees or spouses, or anyone currently holding elected parish offices are not eligible to be appointed to SAC. In addition, the Pastor, Head of School, Lower School Principal, Middle School Principal, Preschool Director, and Vice President of the PSO will also be on the SAC committee. Members of the SAC are listed on the school website.

SAC meetings are open unless it is designated as an executive meeting. Visitors wishing to make a presentation must place a request to the SAC chair 48 hours in advance. Presentations shall be no longer than 10 minutes in length. Depending on the agenda for the next meeting, presentations may or may not be scheduled.

School Directory - The directory contains the names, addresses, email addresses and phone numbers of the school community. Terms of acceptable use are listed in the directory. The directory is produced in coordination with the PSO.

School News - The Weekender is the school newsletter that is sent to the school community on Fridays. We also will use email blasts for important emails that cannot wait until Friday. Items that need to be added to the Weekender must be submitted by Wednesday (or two days prior to the last day of the school week if it is a short week) and must be approved by the administration. OLG reserves the right to edit information for space and content.

Secret Santa Shop - Students in grades K - 8 will have the opportunity to do a little Christmas shopping for their families at the Secret Santa Shopping event.

Service Hours Requirement (Middle School) - Students in grades 6 - 8 will be required to perform and report a minimum of four (4) hours of community service for each school trimester. This will be administered as part of the Middle School religious education curriculum.

Signup Genius - This tool is used to distribute registration for events and items must be submitted through the coordinator.

Student Council - The Student Council members work with the school community providing leadership in areas of school spirit and service. With the permission of the administration, students may stand for election when they are in grades 6 - 8.

Students Per Class - Our Lady of Grace will follow these guidelines to determine the number of students per class, but the school reserves the right to expand or retract the numbers as needed. Kindergarten 23 - 27, Grades 1 - 3 are 24 - 27, Grades 4 - 5 are 26 - 29, and Grades 6 - 8 are 27 - 30.

Testing Programs - Students in all grade levels will take the MAP tests each school year.

Updates to Family Information - Parents are responsible for updating phone numbers, email or home addresses and emergency contact information. Parents must also update the school regarding medication or health information of students. OLG will not be responsible for actions taken or time delays due to not having current information available.

Website - This communication tool is used to provide information about the school and upcoming events at OLG. Items that need to be added to the website, should be turned in at least 72 hours prior to when they need to be posted. OLG reserves the right to edit information for content and space.

Wolf Ridge - Wolf Ridge is a three-day environmental camp where students explore Minnesota history, culture, sustainable energy and team building skills. The families will be charged for the cost of this educational trip. Families may apply for scholarships for the camp if they cannot cover the cost on their own.

Yard Signs - Small yard signs are sometimes used a week prior to an event to remind the community of the various activities. Placement is allowed along the OLG driveway leading to the upper parking lot. Signs must be approved by the administration prior to placement and must be removed immediately following the event.