



## General Information for Elementary and Early Childhood Students and Parents

School Office- 215-757-5287

Administrative Assistant: Mrs. Susan Herbert

School Secretaries: Mrs. Barbara Tertel

Mrs. Christine Bogdan

1. The My Student's Progress Program is used to compile all our families information, it gives the parents the ability to see their child/children's grades and assignments each day, and your child's report card will also show in this system. Each child will bring home their report card each trimester. Our students in Pre-K and kindergarten have their own report cards. In 1<sup>st</sup> through 3<sup>rd</sup> grade we use O, VG, G, NI (needs improvement), U. They also use a 4,3,2,1, system for the left side of the report card. The 4<sup>th</sup> through 8<sup>th</sup> grade uses number grades for all subjects and they also use the 4,3,2,1 system for the left side of the report card.
2. The school communicates in several ways. Each month, the parents receive a letter from the principal and a monthly calendar. The school also sends an update each Friday on the events for the following week. The Grace Vine is also another tool we use to communicate information. Additional communication is sent out through our website via homework pages, calendar, and handbook. The Parent button will also give more information.
3. The yearly calendar is given out twice. The school sends a **tentative** calendar home in June for the next school year. Information can change through the summer, so the school sends out a new calendar in August. At that point, we would recommend that you throw the tentative calendar away. As we go through the school year, it is possible that some dates will change due to weather, etc. If changes are made we will let you know. We also communicate emergency closings when bad weather hits.
4. All students are to be in line in the school yard by 8:10. No children are to be dropped off in the school yard. If you plan on driving your children to school, please get into the line on Woodland Avenue. There are teachers present to help your little ones out of the car. Please remain in your car, so the lines moves quickly. If for some reason, you need to get out of your car, please pull up further beside the gym.
5. Please read the uniform policy for the correct color of sneakers and socks. When the children come in with the wrong uniform, they will be given a warning that they are out of uniform. Please read the handbook before buying sneakers and socks for school. The discipline code is in the Parent/student handbook. It is also under the "Parent Button" on the website.

6. We do have extra help in several areas for the children. The Catapult Company in conjunction with the Bucks County IU supports our school with reading and math instruction, speech therapy, guidance counseling, and a school psychologist. They are scheduled to come to OLG on different days. The children have to qualify for these services and are tested. You will meet the teachers of these services during Back to School Night. They will be available to meet you in the Science Lab.
7. Please call the school office when your child is sick after 8:30 a.m., or leave a message. Homework gets picked up after 3 p.m.
8. If an issue arises during class or with class work, please notify the teacher first.
9. Many children attend after school clubs. When the club ends, the children will be brought out to you in the school yard. Those students that go to CARES will be taken down to the cafeteria.
10. Terra Nova Test is administered each year in March to the 2nd through 7<sup>th</sup> grades. The students in 3<sup>rd</sup> through 7<sup>th</sup> grade also take the In-View test each year. This test gives us a cognitive score that comes into play when we determine who qualifies for Honors Math in 4<sup>th</sup> or 5<sup>th</sup> grades. They also look at the Terra Nova math and reading scores. You cannot enter Honors Math after 5<sup>th</sup> grade. The dates for Terra Nova testing are given on the yearly calendar. Please do not take a vacation during this week. We cannot guarantee that your child/children will be given the tests.
11. The families have a choice to pay for pretzels, ice cream, pizza, and Chick-fil-a for the week, month or for the year. Just notify the school office if you choose to do this. All hot lunches must be pre-ordered and pre-paid. Ice Cream is offered to from kindergarten through 8<sup>th</sup> grade. When a child forgets their lunch, we have items to offer the child for lunch and if we have extra of the lunch of the day, we will offer that.
12. Carline pick up is called at 3 p.m. Parents will enter the main parking lot and line up in four lines. You will be directed by Mr. Holden which line to go to. You must leave your car and pick up your child/children at the designated areas. Pre-K is picked up outside cafeteria steps, K through 4 is picked up at side corner door, and the 4<sup>th</sup> through 8<sup>th</sup> grades come out of the school's main door.
13. Each month, the teacher picks a "Student of Grace" for demonstrating a specific characteristic. The school administration picks the 10 characteristics that we strive for through the year. The students are then honored at First Friday Mass. They receive a pin to wear and a certificate.
14. We have a Wacky Day every other month. The children dress down that day, receive a special snack, and meet with their buddies. At the beginning of the year, each class is set up with another class as their buddies. It is a great program and it helps the children to get to know older or younger students and form a bond.
15. We collect box tops each month. A special form is sent home and each month's winning class gets a reward. We earn money with these box tops that help us keep great programs going at OLG.
16. There are opportunities for parents to volunteer in school. We are very happy to have our parents and grandparents working with the children each day. In the

beginning of the year, a volunteer sign-up form will be sent home to fill out. Please fill out the form and send it back to school. Anyone working in our school, volunteering, helping out with special events where children are involved, especially field trips, everyone needs certain clearances. If you have not applied for these clearances, please talk to Barb Tertel in the office and she will tell you what you need and where to go to get them.

17. There is a "Back to School Night" each year around the 2<sup>nd</sup> week of September. We ask that at least one parent from each family be in attendance. We meet in the gym for a few announcements and then the parents visit their child/children's classroom.
18. There are a few times that we ask the children to be at school outside our normal school time. We have a mandatory Christmas Show that all children need to attend. Some of our students participate in different clubs and activities. We ask those children to attend our musical events and our open house each year. We have a bi-yearly play and on the opposite year, we have a Science Fair.
19. Each October/November, we have an annual Walk-a-thon that supports many of the programs here at OLG. Everyone walks and our families are welcome to join us. We ask everyone to participate by getting sponsors. Catholic School's Week is another great week of celebration in January. Families are invited to join us for all activities.
20. Spirit day is an event held at the end of the year, around the 2<sup>nd</sup> to the last week of school. All are invited to the activities. We start in the gym with prayer and announcements and then walk to the park down the end of Hulmeville. At around 11- 11:30, we walk back to school for activities in our classroom and lunch. The children receive a water and pretzel. In the afternoon, our 8<sup>th</sup> grade puts on a show and has a special basketball game.