



Parent and Student Handbook

2011 - 2012

OUR LADY OF PEACE CATHOLIC SCHOOL

Mission Statement

As partners in education at Our Lady of Peace Catholic School, God calls us, administrators, faculty, staff, and parents/guardians, to strive to be the light of Christ to our students, nurturing their spirits while providing a strong foundation in academics anchored in Catholic identity.

Dear Parents and Students,

The spiritual life is naturally very important to me. My attraction for the spiritual life led me to become a priest. It has been my conviction for some time that if you reflect on Roman Catholic teachings, you will inevitably find profound Wisdom. I have studied such Wisdom as taught by the Roman Catholic Church for years, both by personal reading and prayer, within a religious congregation called the Marians of the Immaculate Conception, within two Graduate Schools, and finally within a two year spiritual direction program. I believe that I can say that my own experience with this formalized instruction has led me to this conviction. I want the children of Our Lady of Peace School to experience the same. It is impossible for anyone who makes little attempt to study Catholicism, who limits themselves to simply attending Mass on Sunday, to truly appreciate the depth of Roman Catholic thought. It is just so important to make the attempt. The final results are worth it.

I believe that you know this already, as you have made the decision to send your child/children to this school. I know that academic excellence is important to you, as well as an all around educational endeavor which includes academics, sports programs along with various artistic trainings. Nonetheless, all of these educational aspects only find completion when viewed along Roman Catholic religious teachings. These combined, spiritual, academic, and cultural forays give meaning to the phrase “all around educational endeavor” that could not be found otherwise. It is this meaning that makes an education at Our Lady of Peace Catholic School a valuable investment.

You can expect substantial classroom instruction, along with a Mass each week as well as on special occasions. The day is embraced in prayer, beginning with the morning PA address. Confessions are heard during both Advent and Lent. The students will put on several religious plays. They will participate in the Stations of the Cross. When possible I visit the classrooms personally, either for the purpose of just blessing the class, or to offer a spiritual teaching of my own.

What makes the above complete has to be your own involvement. Whenever a Baptism is celebrated anywhere in the world, words are spoken which proclaims that the parents of the child being baptized will be the” first teachers of their child in the ways of faith. May they be the best of teachers!” These words are not to be taken lightly. A reflection here alone can open up doorways to the Wisdom that I referred to above. It can. And studying the Catholic faith right along with your child will definitely open up such doors.

Proper conduct on the part of our students is naturally expected. Behavior manifested according to what one believes is essential to really learning Catholic teachings deeply. Any spiritual teaching not lived out ultimately becomes weak and ineffectual. On these matters we really do appreciate your cooperation. This manual is a good resource for you to nurture your knowledge of this school and how your cooperation can best help. Finally, please know that my prayers will always be with you and with all of the children of this really great school.

Sincerely in Christ,

Rev. Walter Dziordz, MIC, Pastor

Dear Parents and Students,

On behalf of the faculty, staff, and administration of Our Lady of Peace Catholic School, I am pleased to extend you a warm welcome. This school that we share is a treasure in the Diocese of Joliet, and I am delighted to point out some of our finer qualities.

At Our Lady of Peace Catholic School a strong emphasis is placed on academic excellence, the intrinsic value of the individual student, and an abiding commitment to our Catholic faith. The faculty and I, in partnership with the parents and the wider parish community, strive to foster in our students an understanding that they are cherished members of our parish family. We encourage them to full and active participation through service to our Church and our local community, prayer and public worship, and genuine care for others.

To achieve an education of high academic standards, our school promotes diversified programs of learning and adapts the curriculum to meet student needs. Preschool is a self-contained classroom. Grades K-1 are self-contained classrooms with large and small group instruction. Grades 2-3 begin to departmentalize. Fourth through eighth grades are departmentalized, with students receiving instruction from teachers in their areas of expertise. To facilitate small group instruction, we are fortunate enough to count a support teacher on staff. Our faculty is rounded out by qualified teachers who instruct in the areas of Spanish, physical education, music, art, and information and communications technology. Our instruction is enhanced by continuous programs and leveling throughout the school in areas of textbook and concept continuity.

Among the more significant assets enriching our curriculum are the well-designed computer lab, science lab, and computerized library. All classrooms are equipped with TVs, VCRs, and computers. The use of personal computers, internet access throughout the building, digital cameras, video cameras, projection systems, and SMART Boards™ enliven and enhance our students' educational program.

In addition, we offer an active athletic program with a variety of sports represented for students in Grades 5-8. Extracurricular activities such as Student Council, Chess Club, Math Team, and Band offer the opportunity for acquiring the skills of leadership, teamwork, fellowship, and sportsmanship.

We enjoy a close association with District 61 and other agencies as we cooperate in providing special services for individual students.

Our greatest strength, however, lies within our family structure. We come together from different social, ethnic, and religious backgrounds in a way that allows us to appreciate our diverse heritages. Children are nurtured in an atmosphere of care and respect for one another that mirrors the families from which they come each day. In all practices, programs, and policies of our school, we emphasize the loving care modeled for us by Christ Himself.

We thank you for choosing Our Lady of Peace Catholic School, where we respect the specialness of your children and prepare them for the challenges of the future.

Sincerely,

**Mickey Tovey
Principal**

Please note:

Policies reviewed by OLP School Board September 2011

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I. SCHOOL PHILOSOPHY

Our Lady of Peace Catholic School exists as a witness to the educational mission of the Catholic Church. Its primary aim is to instill in each student the values by which one can live a truly Christian life – knowing the Gospel *message* of Jesus, experiencing a Catholic faith *community*, and showing genuine concern for the needs of others through Christian *service*.

Our Lady of Peace Catholic School, as an integral part of Our Lady of Peace Church, endeavors to accomplish the threefold goal as recommended by the American bishops in their pastoral “To Teach As Jesus Did” by creating an atmosphere of love, freedom, and justice in which quality education can flourish. The school recognizes the importance of parents as the primary educators of the children and acknowledges the need for parental involvement. Moreover, each student is recognized as an individual having unique needs, abilities, and interests.

We propose to implement our beliefs by:

- **emphasizing Catholic community through experiences of *worship* and *service*.**
- **creating a learning environment and a strong instructional program that develops the potential of each child.**
- **promoting an atmosphere in which a love for learning, self-improvement, self-discipline, and interpersonal relationships can grow.**
- **fostering in each child a sense of moral and spiritual values, civic pride, and appreciation of cultural diversity and responsible leadership.**
- **working cooperatively with parents who have the primary responsibility for the education and moral development of their children.**

The role of faculty and staff in the Catholic school is one of reverence, trust, and promise. It moves beyond the teaching profession to a Church ministry. Catholic schools in the Diocese of Joliet seek the services of competent, committed, enthusiastic, and loving people who model for the students a faith community in action.

II. SCHOOL AFFILIATION

Our Lady of Peace Catholic School is fully accredited by the State of Illinois as well as by the Joliet Diocesan Board of Education.

ORGANIZATIONS

A. Our Lady of Peace Catholic School Board

In the Diocese of Joliet, school committees are consultative in nature. The administration (pastor/principal) will listen to the advice of the committee in certain designated matters prior to making a decision. The operating principle is that the administration will not act contrary to the advice which has been given, especially when there is a consensus, unless the administration has an overriding reason. It is customary, but not obligatory, for the administrator to communicate this reason to the consultative body.

Please note these two points regarding school board meetings.

- 1. The school board will not discuss matters regarding personnel, staff, or individual financial concerns during meetings since these matters are not appropriate for an open meeting. All personnel issues must be handled by the principal according to diocesan policy. We ask that parents and students follow the procedures of the school and contact the teacher or staff member first in regard to any teacher or staff questions or issues that arise.**
- 2. Comments from parents will not be action items at a school board meeting unless these items are placed on the agenda prior to the meeting so that board members will have a chance to review the information prior to discussion. In order to place an item on the agenda, a written description of the item should be submitted to the school principal or president of the school board at least two weeks before the scheduled board meeting. A decision will then be made as to placement of the item on the next agenda.**

The purpose of the School Board is:

- to develop and define policies which shall govern the operation of Our Lady of Peace Catholic School;**
- to promote the implementation of school policies;**
- to provide counsel and advice in the operation of the school;**
- to serve as a good public relations source.**

Membership includes the pastor, the principal, and elected and appointed lay members from Our Lady of Peace Parish. This executive board meets monthly and, while all meetings are open, it may be necessary to hold a private executive session at the end of a regular meeting. The board convenes on the third Tuesday of each month, with meetings beginning promptly at 6:30 P. M. All parents are welcome and encouraged to attend.

B. Our Lady of Peace Home & School Organization

All parents/guardians of Our Lady of Peace Catholic School children are members of the Home & School Association. The Home & School Association is directed by an executive board. The goals of the Home & School Association are:

- to build community relationships and foster positive attitudes at Our Lady of Peace Catholic School through newsletter communication, parish and school events, and new family activities.
- to sponsor fundraising events to financially support the school.

III. ADMISSION and TRANSFERS

The Joliet Diocesan Board of Education and our local School Board are deeply interested in promoting equal educational opportunities for all children and providing a Christian environment in which religious truths and values are integrated with every aspect of human life.

To achieve these goals, the School Board has set the following admissions policies for Our Lady of Peace Catholic School:

1. No student shall be denied admission to Our Lady of Peace Catholic School solely on the basis of race, color, nationality, or ethnic origin. Schools operating under the auspices of the Diocese of Joliet admit students of any race, color, sex, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally available to students at the schools (Ref. Policy#5110).
2. Religious formation is one of the primary purposes of Catholic education. Parents of students admitted to Our Lady of Peace Catholic School subscribe to this concept.
3. Appropriateness of education programs and/or availability of space may be legitimate factors affecting admissions.
4. For the purpose of new admissions to Our Lady of Peace, a registration will be held on a date selected by the principal each year.

ADMISSION POLICIES

Enrollment Policy

Requirements for admission:

- An official copy of the child's birth certificate (A child entering our 4-year-old preschool must be 4 years old on or before September 1. A child entering Kindergarten must be 5 years old on or before September 1.)
- A copy of the child's baptismal certificate
- A record of compliance with local and state health requirements
- Transfer students must supply copies of academic records (e.g. report cards, standardized test scores). Parents sign an authorization for records to be sent between schools.

Students will be accepted based on the following priorities:

- Children of parishioners registered and residing within Our Lady of Peace Parish or Our Lady of Mount Carmel Parish
 - children from families with children already enrolled
 - children now reaching school age
- Transfer students from other Catholic Schools
- Children of non-parishioners
 - children from families with children already enrolled
 - children now reaching school age
- Transfer students from public schools
- Non - Catholics
- Availability of classroom space, not to exceed 20 students in the Preschool programs and 32 students in Kindergarten and Grades 1 through 8

Our Lady of Peace Catholic School will admit non-Catholic students provided these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.

Transfers

Transfer students may only be admitted following:

- receipt and review of attendance, health, and academic records.
- evaluation of skills tests administered by school personnel.

Our Lady of Peace Catholic School may require testing or interviews of families and students to determine special needs for its students. Our Lady of Peace Catholic School endeavors to educate all students within the limits of our school's educational program. We are not in a position to educate everyone. Students with special needs that cannot be met by existing programs will not be accepted for admission or re-admission.

Transfer students are expected to be in good academic and behavioral standing as reflected in their former school records before admission. Students in grades 1-8 who transfer to Our Lady of Peace Catholic School from another school will be on academic and conduct probation for one year. At any time during this year, the student who does not achieve acceptable academic or behavioral standards may be asked to withdraw from the school. The decision is made by the principal upon referral from the teacher.

Families who seek admission of their children to Our Lady of Peace Catholic School shall not be denied such if they are financially unable to pay school tuition. This situation is handled privately by the pastor.

5. **In accordance with Illinois State Law,**
 - a legal birth certificate must be presented prior to the time of admission.
 - a child entering Preschool must be three or four years old on or before September 1.
 - a child entering Kindergarten must be five years old on or before September 1.
 - a child entering First Grade must be six years old on or before September 1.

For the admission of students to other grades, an authorization for the transfer of records from the school previously attended must be presented.

Illinois State Law now requires the following:

Grade	Medical	Optical	Dental
Preschool	Complete Physical		
Kindergarten	Complete Physical	Eye Exam	Dental Exam
Second			Dental Exam
Sixth	Complete Physical		Dental Exam

New students entering the school must present proof of these examinations.

- 6. All Catholic students entering are also required to submit baptismal certificates and other relevant sacramental information.**
- 7. Readmission of students, after having previously transferred out of Our Lady of Peace Catholic School, will be reviewed on an individual basis according to the criteria for admissions contained in this document.**

Transfer Forms

Transfer forms are available in the school office upon request. When the completed forms are returned to the office, the student's academic and medical records are forwarded to the new school. All financial payments must be fulfilled before a transfer is issued.

At any time during this year, the student who does not achieve acceptable academic or behavioral standards may be asked to withdraw from the school. The decision is made by the principal upon referral from the teaching staff.

RIGHTS OF NON-CUSTODIAL PARENTS

Our Lady of Peace Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

IV. FINANCES

Our Lady of Peace Catholic School is supported through tuition, book and supply fees, parish subsidy, donations, and fundraising.

Tuition

Tuition at Our Lady of Peace Catholic School is determined yearly. There will be two different tuition fees: one for parishioners who support the parish, and another for non-parishioners. Supporting the parish includes a suggested minimum offertory contribution of \$500 per year for parishioners. Parents must be paid up to date on their tuition agreements before their children can receive room assignments for the next year.

School Fees

There are also additional fees for books, instructional materials, and the technology lab, as well as, lunch supervision, athletics, and an optional milk fee. These fees must be paid by September 10 of each school year.

A nominal fee is also charged to cover expenses for Reconciliation, First Holy Communion, Confirmation, and Graduation.

Refund Policy

In the event a student withdraws from Our Lady of Peace Catholic School before the end of the school year, a portion of annual tuition may be refundable as noted below:

<u>Withdrawal Date</u>	<u>Refund</u>
August 31	90%
September 30	80%
October 31	70%
November 30	60%
December 31	50%
January 31	40%
February 28	30%
March 31	20%
April 30	10%
May 31	0%

HOT/COLD LUNCH DAYS

Various hot lunches are offered on a pre-ordered basis. However, a hot dog lunch is available each Tuesday and is ordered that morning in the classroom. Watch the monthly school calendar for dates. **NO LUNCHESES** from outside vendors may be dropped off for any child.

V. RELIGIOUS FORMATION

The academic, physical, social, and spiritual development of the child is rooted in his/her religious formation. This begins early in the child's life under the supervision of the parent and is nurtured by the school. To foster this growth, Our Lady of Peace Catholic School offers a planned religious education program and participation in liturgical and para-liturgical celebration.

Religious Education Program

Formal religious education is offered daily. The total program includes:

- instruction in sacramental/liturgical expression.
- study of Scripture.
- experience in prayer.
- formation of Christian values.
- Family Life instruction.
- history, theology, and doctrine of the Catholic religion with an application to daily life.
- community outreach.

Liturgy and Sacraments

All students participate weekly in the Liturgy of the Eucharist, including special occasions and holy days. Students, under the guidance of their teachers, take an active role in preparing these liturgies.

Students in Second Grade receive special instruction and preparation for the sacraments of Reconciliation and Holy Eucharist.

Students in Eighth Grade receive special instruction in preparation for the sacrament of Confirmation. Students will receive the sacrament in accordance with the diocesan schedule.

Para-Liturgical Celebrations

Classroom para-liturgies are woven into the religious instructional program according to the topics being studied. With the help of their teachers, the students also plan and participate in the following: rosary devotions, Advent prayer services, Lenten Stations of the Cross, and a May Crowning ceremony.

Service to Others

The concept of worshipping God through service to others is further developed by encouraging students to participate in the following:

COMMUNITY SERVICES

Our Lady of Peace Family Ministry

Missions

Charities

Confirmation Service Projects

Nursing Home Visitations/Gifts

Student Council Outreach

Letters to Hines VA

Thanksgiving Food Drive

Our Lady of Peace Parish Food Pantry

SCHOOL SERVICES

Eucharistic Ministers

Altar Servers

Choir

Peer Tutors

Safety Patrol

School Aides

VI. ACADEMIC PROGRAM

A Christian atmosphere underlies the academic program at Our Lady of Peace Catholic School. To achieve quality education and stimulate intellectual curiosity, the school promotes diversified programs of learning, uses a variety of learning materials, and adapts the curriculum to meet student needs.

Organizational Pattern

Preschool is a self-contained classroom. Grades K-1 are self-contained classrooms with large and small group instruction. Grades 2-3 begin to departmentalize. Grades 4-8 are completely departmentalized. Music, physical education, Spanish, art, and computer classes are taught by specialists in these fields.

Curriculum

Our Lady of Peace Catholic School is both fully accredited by the State of Illinois and the Diocese of Joliet. An integrated curriculum follows the concept of continuity through textbooks, resources, and instruction. Students have 5.6 hours of formal classroom instruction daily. This includes religion, language arts (reading, phonics, spelling, penmanship, English, literature appreciation, and writing), social studies, mathematics, and science. The core learning materials in these instructional areas are continually updated. Technology, Spanish, physical education, music, and art are scheduled classes. The sacramental preparation programs are coordinated by the Religious Education Office, in keeping with Diocesan guidelines.

Library/Media Center

The library offers a wealth of opportunities. Through various reading activities and programs, the students develop an appreciation of literature. The students learn library/reference skills including the use of the Internet. When special projects are assigned, teachers may take their classes to the library for its resource information. The use of parent volunteers is essential for book check-in and check-out, reshelving the books, and story time.

In addition to the Our Lady of Peace library, students are often required to use the public library for some assignments. Local libraries cooperate in the development of the skills of locating and utilizing sources of information.

Computer Lab

Students in K-8 follow the diocesan technology education curriculum. Through the team efforts of the technology coordinator and the classroom teacher, challenging learning experiences extend the concepts studied in the classroom. Students and parents are required to read and sign the Diocese of Joliet Internet Usage Agreement. Additionally, students in 4-8, and their parents must attend an internet safety class each year. Failure to comply with these criteria will result in the student's loss of internet privileges.

Student Strategies for Success

It is essential to the learning process that students understand how they are progressing, experience success and accomplishment in their school work, and have a goal for improvement. The following evaluation process is designed to enable the student, teacher, and parents to work together to achieve this:

Daily Work	In Grades K-8 the students' daily work is returned according to the procedures of the teacher. The teacher explains the procedures to students and parents at the beginning of the school year.
Homework	<p>Homework is assigned as a means to help students review, comprehend, and enrich subject material taught in class, as well as, to foster independent study habits. It serves to unite home and school in the education of the child. Parents can help in this regard by encouraging the child and by providing time and a quiet place for this home study.</p> <p>Assignments must be completed on time. If assignments are handed in late, the grade will be affected. Variance from school policy due to extenuating circumstances will be at the discretion of the teacher.</p> <p>Homework is given daily in the form of written work, reviewing, studying, and/or reading.</p>
Absences	<p>There is no substitute for student attendance in class. Missing class lectures and discussions is detrimental to a student's understanding of a concept and cannot be made up.</p> <p>On occasions of absence, parents must contact the school office. Please follow the individual teacher's procedure for receiving assignments.</p> <ul style="list-style-type: none"> • Absences due to non-emergency family trips are strongly discouraged. <u>Teachers will not pre-assign work for planned absences.</u> Please refrain from requesting a special exemption. The faculty will strictly adhere to this policy. <u>Students must make up work upon their return.</u> Students in Grades 4 through 8 are responsible for communicating with the teacher about the due dates for missed assignments and tests/quizzes. • Medical and dental appointments unnecessarily extended will be considered as half-day absences. <p>Illinois State Law defines repeated absences as a truancy issue. Excessive absences will result in a referral to the Truancy Case Manager for the DuPage Regional Office of Education.</p>

Tardiness	<p>Being on time to school and to class is key to success. It is expected that every student will be ready to begin the day at 8:40 A.M. Students who are tardy miss important announcements for the day, as well as, the opportunity to be organized and focused. Additionally, late arrivals disrupt the learning environment for the individual student as well as the class.</p> <p>Illinois State Law recognizes repeated tardiness as a truancy issue. Frequent tardiness will result in a referral to the Truancy Case Manager for the DuPage Regional Office of Education.</p>
Incomplete Work	<p>Students who consistently do not complete their assignments are showing evidence of a deeper difficulty which needs to be addressed. If the problem continues, a conference will be held with parents to resolve the difficulty.</p>
Tests	<p>Tests provide the teacher, student, and parents with an assessment of how well the student is grasping the concepts being taught. Mistakes should be viewed as helping to pinpoint difficulties and should guide the efforts of the student and teacher. Parents are asked to make arrangements with the teacher when the student is having difficulty with a concept.</p>
Report Cards	<p>Report cards are issued four times each school year. They are designed to convey to students and parents the student's achievement in a given subject area and the effort put forth. Progress can be tracked online in grades 3-8.</p>
Modified Grading	<p>Modified grading may be implemented for students with identified learning issues in grades 3-8. The grading will be consistent in all subjects.</p>
Parent-Teacher Conferences	<p>Conferences are scheduled twice each year for all parents. The first conference is mandatory, and the second spring conference is optional and may be requested by either parents/guardians or teachers.</p> <p>Parents should feel free to request a conference with their child's teacher whenever a need arises. Conferences with parents should always be prearranged.</p>

Any questions regarding progress, effort, homework, teacher-student relations, classroom discipline, etc., should be taken first to the teachers. They work closely with the student in the school environment and, therefore, would be best able to address concerns. Should further consultation be necessary, arrangements can be made for an appointment with the principal.

Grades K-2

Grading Code	E	=	Exceeds Expectations
	M	=	Meets Expectations
	NI	=	Needs Improvement

Grades 3-8

Grading Code	A+	=	100%
	A	=	99 - 96
	A-	=	95 - 93
	B+	=	92 - 91
	B	=	90 - 88
	B-	=	87 - 85
	C+	=	84 - 83
	C	=	82 - 79
	C-	=	78 - 77
	D+	=	76 - 75
	D	=	74 - 72
	D-	=	71 - 70
	F	=	69 - 0

Honor Roll

Our Lady of Peace Catholic School has an Honor Roll Program in Grades 6-8. The following classes are used to determine Honor Roll:

English, mathematics, literature, science, social studies, vocabulary, religion, Spanish, and technology. The numerical value for each letter grade is as follows:

A+ = 4.33	B+ = 3.33	C+ = 2.33
A = 4.00	B = 3.00	C = 2.00
A- = 3.67	B- = 2.67	C- = 1.67

High Honors are attained by any student with a GPA of 4.00 or higher. Honors are achieved with a GPA of 3.33 – 3.99. The eighth grade algebra class and seventh grade pre-algebra class will receive a numerical value of 0.67 higher than the letter grade achieved. Spanish and technology will receive one-half of the letter grade earned.

Standardized Testing Program

Our Lady of Peace administers standardized tests in accordance with diocesan guidelines.

Grades K – 3 are administered DIBELS (Dynamic Indicator of Basic Early Literacy Skills) three times a year.

The Iowa tests are administered in the fall.

- **Grades 1 and 2 are administered cognitive aptitude tests.**
- **Grade 3 is administered both cognitive aptitude and basic skills tests.**
- **Grades 4 and 6 are administered a complete battery of subject area tests.**
- **Grades 5 and 7 are administered a cognitive aptitude test in addition to a complete battery of subject area tests.**
- **Grade 8 students will be tested by their high schools as part of their entrance requirements.**

Educational Support Services

Our Lady of Peace has a support teacher on staff.

- **In concert with classroom teachers, a support specialist works with all students identified with learning issues.**
- **This support specialist heads the Teacher Assistance Team whose purpose is to offer strategies and solutions for classroom implementation.**
- **Additional services are available through District 61 using their criteria. The parent, in communication with the teacher, may request these services from District 61.**

Policy on Athletic Eligibility

It is a privilege to represent Our Lady of Peace Catholic School on the court or the field of play. The loss of this privilege can be enforced for behaviors including, but not limited to, poor attitude, lack of academic integrity, disrespect to faculty or fellow students, bullying, or infractions of the policies found in the student handbook. Loss of athletic eligibility will be decided on an individual basis, utilizing input from teachers, coaches, the athletic director, and the principal.

Field Trips

The classroom teacher, with the approval of the principal, may plan a field trip experience for the students which cannot be offered at school.

Students will be transported by a regularly licensed public carrier when going out of the immediate area. Written permission must be obtained from parents before a student is allowed to participate in a field trip.

All field trip days, or any days that include excursions from the school premises, are not optional free days. These days are counted as school days. Any student who does not participate in these events is required to attend school or be counted as absent.

VII. PROCEDURES - REGULATIONS

In order for the school to function efficiently and in an orderly manner, students must adhere to certain rules and regulations.

School Calendar

A yearly calendar is available to every family in August. Monthly calendars are sent home with the school newsletter on the last Thursday of the month. Parents will be notified of any additional changes during the school year.

Emergency Closing

Delayed school openings or cancellation of classes due to severe weather conditions will always be announced over the Our Lady of Peace Catholic School website (olopdarien.org) or the emergency closing website (emergencyclosings.com) and on the following radio and TV stations: WGN-720, WMAQ-67, WBBM-78, WFLD-TV, WGN-TV, WBBM-FM-B96, US-FM-99, WFYF-103.5 FM, WBBM-105.9.

If school is closed due to an emergency during the school day, parents will be notified as quickly and efficiently as possible of the dismissal procedure. In any crisis situation students will ONLY be released to authorized designated adults.

Daily School Program

Official school hours are from 8:40 A.M. to 3:15 P.M.

School hours for Preschool are from 8:45 A.M. to 11:15 A.M.

AM Kindergarten hours are from 8:40 A.M. to 11:25 A.M.

Full day Kindergarten adheres to the official school hours.

Children who are bused will be allowed to enter the school and will be under the supervision of a faculty/staff member in the school gymnasium. All other children will be allowed to enter the school building only after 8:20 A.M. Only students with a written pass from the teachers will be allowed to enter the building early for a study/help session. Children arriving after 8:40 A.M. will be marked tardy.

The school cannot assume responsibility for children before 8:20 A.M. and after 3:15 P.M. unless they are participating in an authorized activity. All other children are expected to leave the school grounds at 3:15 P.M.

School Times

8:20 A.M.	School doors are opened K - 8
8:40 A.M.	Classes begin – Students are to be in their classrooms or they will be marked tardy. Students arriving after this time must stop in the school office for a tardy slip.
8:45 A.M.	Preschool begins
11:15 A.M.	Preschool dismissed
11:25 A.M.	Morning Kindergarten dismissed
11:50 A.M.	Lunch/recess begins for Grades 4 – 8
12:10 P.M.	Lunch/recess begins for Grades K – 3
12:30 P.M.	Lunch/recess ends for Grades 4 – 8
12:50 P.M.	Lunch/recess ends for Grades 1 – 3
3:05 P.M.	Early bus dismissal
3:15 P.M.	Classes dismissed – Students are to leave school grounds promptly.
3:20 P.M.	Second bus dismissal Extra-curricular and extended care dismissal

Attendance

Regular attendance is important if a child is to benefit fully from school. If a student is ill and must be absent from school, the parent or guardian must call the school office (630-325-9220) before 9:30 A.M. each day. If the school office is not notified, the home will be called. If a child is late for class, he must report to the office for an admission slip. A child who comes to school after 10:30 a.m. will be marked Morning Absent. A child who leaves school before 10:30 a.m. and does not return is marked a Full Day Absent. A child who leaves by 1:30 p.m. is marked Afternoon Absent.

For a child's own physical well-being and to prevent the spread of contagious diseases, the child should remain at home if he/she has such symptoms as sore throat, runny nose, rash or eruptions, nausea and vomiting, fever and/or inflamed or discharging eyes.

Chronic illnesses resulting in excessive absences will require a physician’s note to accompany the child’s return to school. Such absences may result in additional school hours or retention.

Conditions which necessitate missing more than one Physical Education class must be verified by a physician’s note.

Listed below are some of the common childhood diseases and the recommended isolation period for each of them:

Disease	Isolation Period
Chicken Pox	6 days after first eruption or after all lesions have scabbed over
Measles	7 days after first eruption
German Measles	3 days after first eruption
Strep Throat	24 hours after treatment has begun
Mumps	9 days after onset
Head Lice	After treatment with medicated shampoo prescribed by a physician or pharmacist – child will be rechecked before re-entering class, all nits must be gone
Conjunctivitis (pink-eye)	24 hours after treatment has begun
Flu-like symptoms (fever with cough or vomiting/diarrhea)	24 hours fever-free without the use of fever-reducing medications

Our Lady of Peace Catholic School does not reward perfect attendance.

Vacations

Regular school attendance is imperative to the student's progress. Assignments may be made up; however, class discussion, interaction, and teacher instruction cannot be made up. Parents are strongly encouraged not to unduly interrupt their child's academic schedule. If a child misses school for a vacation, a written notice should be sent to the principal and classroom teacher before leaving.

Teachers will not assign work ahead of time which will be missed during a special vacation period. The work missed must be completed by the student. Whatever the reason for the absence, all work must be complete and turned in, and quizzes/tests made up, within the number of days of the absence. The grades for the given assignments will be affected if turned in beyond the number of days absent. An exception to this policy is long term assignments which will remain due on the assigned date. The grade for the long term assignment will be affected if not turned in on the assigned date. Students in Grades 4 through 8 are responsible for communicating with the teacher about the due dates for missed assignments, projects, and tests/quizzes.

Leaving School Premises

Since the school is responsible for the child during the entire school day, no child is permitted to leave the school property unless the following procedures are fulfilled.

- For a medical appointment, the parent/ guardian must go to the school office to sign out the child. A written note must be submitted in advance to the homeroom teacher. No parent /guardian may go directly to the classroom to get a child. Children will be called down to leave when the parent/guardian has arrived at school.
- If a child becomes ill at school, the teacher will report the illness to the school office. The parents will then be notified to make arrangements for transportation. In the event that a child is seriously ill and the parents cannot be reached, 911 will be called. For minor illnesses, the emergency number submitted to the school office will be called.
- A child can only be released to custodial parents or other designated adults during school hours. Arrangements for non-custodial visitation must be made after school hours and away from school property. The school cannot assume responsibility for those who fail to comply with the preceding directions.

Recess

Recess is part of the whole school program and is essential to the social and mental well-being of each child. Thus, every child in Grades K–6 is expected to participate in outdoor recess. A written request is required before any exceptions can be made. Junior high students participate in an indoor recess. During inclement weather, all students will remain indoors.

The lunch/recess period for Grades 4-8 is from 11:50 A.M. to 12:30P.M.
The lunch/recess period for Grades K-3 is from 12:10 P.M. to 12:50 P.M.

Lunches should be well marked with the child's name and grade. Late lunches should be brought to the school office. Your child is responsible for picking up the lunch at the designated area. Lunches from outside vendors are not to be brought for any child.

Medication Procedures

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student.

In compliance with state laws, no school agents will administer medication, except as provided in the School Medication Procedures (SMP) established for the administration of medication. SMP forms are available in the office.

Compliance with the School Medication Procedures, established for the administration of medication, is the responsibility of the parent/guardian.

Medication Authorization

- **Medication Authorization Forms are available in the school office.**
- **No school personnel shall administer any prescription or non-prescription medicine unless the complete Medication Authorization Form for such student has been received by the office personnel.**
- **No student shall be allowed to possess or consume any prescription or nonprescription medication unless a completed Medication Authorization Form for such student has been received by office personnel.**

A Medication Authorization Form is complete if it contains the following information:

- **A written prescription issued by a physician, dentist, or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order.**
- **Administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription.**
- **Written indication on the medication or by separate notation of the licensed prescriber of the diagnosis requiring medication, intended effects, and possible side effects of the medication.**
- **Written permission and authorization for the administration of medication signed by the student's parent/guardian.**

Appropriate Containers – It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by office personnel will be allowed in the school. All such medication shall be provided in containers which are:

- **Prescription-labeled by a pharmacy or licensed prescriber, displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist.**
- **Manufacturer-labeled for nonprescription, over-the-counter medication.**

Administration - Administration of medication means dispensing, distributing, or adherence to the method by which the medication is to be administered indicated on the completed Medication Authorization Form.

- The school principal **retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed Medical Authorization Form.**
- Parents/guardians **must make other arrangements** for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian come to the school to administer the medication if:

A completed Medical Authorization Form has not been received and approved by the school principal for the medication sought to be administered.

A request and authorization for the administration of medication is denied by the school principal.

The medication identified in the completed Medical Authorization Form is not given to the school principal in an appropriate container as described herein.

Self-administration - A student may self-administer medication at school if so ordered by his or her licensed prescriber. Such medication must be stored in a locked cabinet under the control of office personnel and self-administration of medication shall be under the supervision of the school principal or his/her designee. A completed Medical Authorization Form must be received by office personnel. The completed Medical Authorization Form must contain a statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Emergency Medical Care – In the event that a student shall become ill or injured or otherwise need immediate medical attention, the following procedures will be in place:

- Call 911.
- Utilize trained medical professionals on the premises if available.
- **Contact parents and/or guardian and/or emergency contact.**
- If contacts cannot be reached, medical decisions are left to the judgment of the principal and/or designee.

Emergency Information Forms

Emergency Information forms are to be filled out yearly. Parents must update these forms as changes in employment, home addresses, and phone numbers occur. During an emergency situation, children will only be released to those persons listed on the Emergency Information forms. Identification will be required of those persons. This form should indicate allergies, medical conditions, and medications being taken.

Care of School Materials

To insure that our textbooks and other instructional materials withstand normal use, we ask the cooperation of the parents in teaching children to care for books and materials. All textbooks are required to be covered. In case of deliberate damage to or loss of school books and other school property during the school year, the student will be fined accordingly. End-of-the-year fines will be assessed for misuse of textbooks and materials.

Lost and Found

Parents **MUST** clearly mark all articles, such as clothing, books, calculators, scarves, boots, etc., with their children's names. Articles will be kept for thirty days and then disposed of accordingly.

Library

All students have the privilege of using the school library. Responsibility for book care and for returning books on the due date is expected. Fines will be assessed for overdue, damaged, or lost books.

Telephone and Cell Phone Regulations

Messages for teachers will be received in the school office anytime during the day. Teachers will return calls at their earliest convenience. **If the matter is urgent, please contact the office directly instead of emailing the teacher.**

Messages for students should be limited to emergencies, and these messages will be delivered promptly.

Telephoning from the school by students is allowed only in extreme emergencies and with the permission of the principal or staff member. Students will not be permitted to call home for homework assignments or gym clothes. The pay phone may not be used by students during the school day.

Our Lady of Peace Catholic School understands the necessity of cell phones. Nevertheless, the following rules must be followed regarding cell phones:

- **Students' cell phone numbers must be registered with the office including any and all new phones or communication devices acquired during the school year.**
- **Before entering the school building, cell phones must be turned off.**
- **Cell phones, pagers, web-browsing devices, and any similar electronic communication devices must be turned in to the homeroom teacher upon entering the classroom. All such devices will be kept under lock and key until the end of the day, at which time they will be returned to the student.**
- **After the 3:20 bell, cell phones may be used appropriately.**

Initial failure to comply with these rules will result in confiscation of the cell phone or electronic device until the parent retrieves it from the office. Subsequent infractions will result in loss of device and privilege until the end of the school year.

Electronic Signaling and/or Communication Devices

Disciplinary action may be taken against any student using electronic signaling devices* in any manner that disrupts the educational environment including using the device to cheat, signal others, record pictures, record sounds, or otherwise violate student conduct rules. USB devices must only contain school related information. These devices can not contain personal data.

***Electronic signaling devices include: cell phone, pagers, iTouch®, BlackBerry®, or any other similar electronic signaling or communication devices. Electronics books, such as Kindle®, Nook®, iPad® and any other similar devices, are permitted at the discretion of the teacher within the classroom environment providing that such devices are not WiFi, 3G, or 4G enabled.**

Students who violate the rules for possession of electronic signaling devices or cameras will face detention, suspension, and/or expulsion at the discretion of the principal. Students making any kind of photographic or audio recording in private areas of school (locker rooms, bathrooms, etc.,) will be considered very serious offenders of the school's policy on student conduct. Such transgressions will result in immediate suspension and/or expulsion.

Visitors

All visitors must use the main entrance, sign-in and receive a visitor's pass at the school office. Anyone seeking to gain entrance to the school building must ring the bell, identify himself, and wait for the buzzer to sound before opening the door. Students are not permitted to open the door for any visitor to the school even if the student knows the visitor. No parent may go directly to a classroom at any time.

Dismissal

The safety of our students is paramount. Ball playing, snowball throwing, or running around the parking lot is never permitted. Your cooperation in picking up your children on time is appreciated.

All walkers and car riders must exit from their designated doors to the Plainfield parking lot. Parents are expected to pick up their children on time. The designated cone area must be kept clear for easy dismissal. If students cannot find their drivers, they are required to wait at the flagpole. Parking at the 75th Street exit is absolutely prohibited.

The 75th Street exit is to be used solely by the bus children. Only westbound 75th Street traffic will be allowed. Please, for the safety of your children, no exceptions will be made. Students are not allowed to return to the classrooms under any circumstances when school is not in session.

Transportation by Car

The full cooperation of all drivers is essential to ensure the safety of all students. Please be patient and heed any directions given by safety patrol volunteers.

Morning drop-off rules:

Option #1 - Stop-and-Drop Line

This option is for those drivers whose passengers can quickly exit their vehicles (unaided) using the passenger side only. Cars form a single file line in front of the school with the first driver being directed to pull up to the flagpole before stopping. Students should exit the car as soon as the traffic stops.

Option #2 - Take a Parking Space

You are asked to use this option if your child has a large project to bring in, needs to be given lunch money, has a test to get signed, or any other activity which would hinder him/her from quickly exiting your car. Pull your car into a designated parking space and direct your child to cross in the center with the crossing guard. All parents and students are asked to wait in the coned SAFETY ZONE until the guard indicates that it is safe to cross between stopped cars.

Afternoon pick-up

Try to park in the same general area every day so your children will know in which direction to look for you. A large area will be coned off in front of the school to allow students to exit the building safely. **DO NOT DRIVE THROUGH THIS AREA.** When students are dismissed, parents are asked to stay behind the cones and wait for the children to come to them. **EVERY** vehicle needs to be parked in a designated parking space before stopping to pick up students. **DO NOT** stop in the lanes; **DO NOT** use the church circle drive; **DO NOT** pull up on an end cap; and **DO NOT** use the handicapped parking spaces unless you are handicapped.

Inclement Weather Days

Be extra attentive for possible procedure changes on rainy, snowy, or icy days and follow directions given by the safety patrol volunteers.

Physical Disabilities

If your child has a health/medical problem (wheelchair, cast, etc.), please let the office know so that the safety patrol can accommodate their special needs.

Transportation by Bus or Bicycle

Bus service is provided for all eligible students. Bus routes and schedules will be available in August. Students will be picked up or discharged from designated stops only. Students must take the bus unless a written excuse is provided. Students who do not normally ride on a given bus are not permitted to ride on the bus for the sole purpose of going home to visit with another child after school.

School buses are operated under regulations adopted by the State Department of Education. While on the bus, the children are under the authority of, and directly responsible to, the bus driver. Because conduct reflects on the students, the families of the students, and the entire school/parish community, Our Lady of Peace Catholic School students are expected to conduct themselves as Christians who respect themselves, their bus driver, and their fellow students, as well as, the rights and property of all these persons. Moral and courteous behavior is expected on the school bus.

Bus drivers will report misconduct to the principal. A student whose riding privileges are to be suspended because of misbehavior on the bus will be notified directly by the principal. The parents will also be notified. Reinstatement of riding privileges will be made by the principal only after the parents provide reasonable assurances that the child will obey the rules of proper conduct.

Students are permitted to ride bicycles to and from school. The bicycles are to be parked at the rear of the school building. Parents should emphasize to their children proper safety procedures. Bikes should be walked when on school property and must be locked when not in use.

Philosophy of Student Conduct

Our Lady of Peace Catholic School believes that student behavior should reflect Christian attitudes and standards of good citizenship. Students are to conduct themselves according to the expectations set by Our Lady of Peace Catholic School.

Consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, and parents), and respect for oneself and others are the basic principles guiding student behavior.

Rules and guidelines established by Our Lady of Peace Catholic School should encourage positive, constructive, and responsible student behavior and an environment conducive to learning. It is the responsibility of the members of the school community to familiarize themselves with the rules and guidelines governing student conduct.

Our Lady of Peace believes that if staff, parents, and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavioral problems will be minimized, and a better educational environment will prevail.

Members of the administration, faculty, and staff share responsibility with parents for maintaining good discipline and presenting positive role models.

Philosophy of Student Behavior

The primary objective of Our Lady of Peace Catholic School is to educate our children in a Catholic Christian atmosphere. For our students to meet the challenges presented by society, the development of self-discipline and individual responsibility are essential. Our goal is for each student to learn to be responsible for his/her own choices and for the consequences of unacceptable choices. Enrollment at Our Lady of Peace Catholic School is a privilege.

Underlying the whole educational structure is discipline. It is the training that develops character, self-control, and organization. This self-discipline is essential to Christian living, as well as, success in life. Whenever self-discipline is lacking, it is the responsibility of the school to take prompt and appropriate steps to correct the situation. In order to conduct our school in an orderly manner, we have set up rules and regulations for Our Lady of Peace Catholic School that must be obeyed.

Disobedience and misconduct in school, during school and extracurricular activities, or while riding the bus will be cause for disciplinary actions ranging from loss of privileges, detention, suspension, to expulsion. Student infractions include but are not limited to:

- **Harming or threatening to harm oneself, a student, school staff member, or visitor. This includes verbal, written, physical, or emotional abuse.**
- **Breaking into or trespassing on school property; entering without authorization; or entering a restricted area without permission.**
- **Taking or possessing property that belongs to another person or Our Lady of Peace Catholic School or Parish.**
- **Possessing or using weapons or objects that can cause harm to persons or property.**
- **Damaging property of others or the parish.**
- **Using or possessing drugs (tobacco, alcohol, medications, illegal substances).**
- **Engaging in lewd, obscene conduct or behavior.**
- **Using vulgar language or gestures.**
- **Causing a false fire alarm or dialing 911.**

- Engaging in conduct that disrupts the educational process or interferes with the rights of others.
- Using derogatory racial, ethnic, and/or religious comments.
- Being insubordinate to school administration, staff, or supervising adults.
- Forging parent/guardian signature.
- Promoting misconduct at Our Lady of Peace on or off site school sponsored activities.
- Promoting misconduct as a passenger on a school bus or any bus used for a school activity.
- Wearing garments or in possession of articles depicting alcohol, drugs, or obscene messages or symbols.
- Partaking in any activity prohibited by criminal law.
- Violating the disciplinary rules and regulations contained in this Parent/Student Handbook.

Bullying, Cyber-Bullying, and Online Behavior

The principal investigates all complaints and infractions.

In accordance with the stated philosophy of Our Lady of Peace Catholic School, which emphasizes deep respect for human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. Our Lady of Peace Catholic School attempts to provide a safe environment for all individuals. Verbal, physical, written, or electronic threats made against the physical or emotional well-being of any individual are taken very seriously, and these students face disciplinary action such as, detention, suspension, and/or expulsion. Students, as well as those encouraging or witnessing such threats (seriously, in jest, or online), face detention, suspension, and/or expulsion.

Engagement in online blogs and/or social networking sites, such as, but not limited to, MySpace™, Xanga™, Friendster™, Facebook™, Twitter™, YouTube™, Google+™, Formspring, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Students involved may face detention, suspension, and/or expulsion.

Academic Dishonesty

Actions such as plagiarism, copying another student's work, sharing test information, or obtaining, receiving, or making a copy of a test or scoring key will result in the teacher notifying parents, a zero grade, and a detention.

Lockers, Desks, and Storage Areas

Lockers are assigned to some students, depending upon availability. Other students have homeroom desks assigned to them. All students have informal backpack areas to store coats, boots, backpacks, and any miscellaneous material needed for school. The school reserves the right to search or inspect lockers and desks for any reason at any time.

Calculators

Graphing calculators are required for the grade eight Algebra curriculum, including, but not limited to, TI-83, TI-84, TI-Nspire, and Casio Prizm models. All other junior high math classes can use less expensive scientific calculators for their curriculum although the graphing calculators can be used as well. Parents should be aware that purchasing an expensive graphing calculator in junior high does not necessarily provide an academic advantage. Parents should also be aware that some high schools require specific TI or other models.

All graphic calculators have various amounts of memory designed to store calculator applications (APPS) available from TI, Casio, and third party vendors. Many students find that graphing calculators act as excellent hand-held gaming platforms. As much as Our Lady of Peace recognizes that the calculator can be used both on and off school grounds and during school and non-school times, the presence of these hand-held games built into the convenience of a calculator provides a potential and real distraction for many students. We appreciate parents' cooperation in impressing upon their child the proper and appropriate use of the graphing calculator.

Consequently, certain game APPS (such as Mirage©, and others) are NOT PERMITTED in student calculators that are brought to school. At the beginning of the year and at periodic or random times throughout the year without prior warning, games will be erased from calculators by staff personnel. The process of erasing sometimes resets the calculator's RAM and results in loss of simple programs. The best solution to prevent this occurrence is to not install game applications in the calculator at all. The school accepts no liability for any loss of data in calculator memory.

In addition, if any other APPS provide unfair or unethical academic advantages in classes, these APPS will be removed from student calculators on an as-needed basis. Although technology in itself is an awesome augment to learning, misuse of technology for the sake of getting better grades is not consistent with the educational philosophy of the school and staff.

TI does provide several learning applications that are in game form for graphing calculators. There is no intent to erase these application programs as they serve a specific academic purpose. Students are encouraged to spend their occasional free time at school wisely and not to play calculator games. Students who violate the "no calculator game" policy will face detention or a more serious punishment, depending upon the severity and frequency of the offense.

Spectator Conduct

All persons attending Our Lady of Peace Catholic School on and off site activities, performances, or athletic contests are expected to exhibit appropriate and respectful behavior. Those who act in ways which disrupt the event will be required to leave the premises. Our Lady of Peace students are expected to comply with all school rules.

Suspension

Suspension is a disciplinary action that removes the student from the classroom. Students will be monitored on school premises. The parent(s)/guardian(s) is responsible for the cost of supervision (\$70 per day and is subject to change).

Expulsion

The most drastic and final disciplinary action is expulsion. This will be considered only as a last resort after other measures have failed to correct misconduct. Expulsion may also be issued in cases of first offenses of a very serious nature. The student will be afforded due process procedures. The principal is the final recourse in all disciplinary situations (Diocesan policy #5320).

Incidents or Threats of Violence

The environment of a Catholic school should be one where respect for individuals prevails. If student behavior consists of acts of violence, threats, harassment, and bullying, it should be reported to the school principal, and all reports will be taken seriously.

Every effort will be made to provide help for both the person being mistreated and those alleged to be mistreating someone.

The principal will take great care to investigate such alleged behavior. Consultation is advised; however, the principal, along with the pastor, retains decision-making responsibility for the remedy and its implementation.

Any student, faculty member, or administrator who becomes aware of an actual or perceived threat of harm by a student to himself or another shall report the incident to the school principal as soon as possible.

The principal shall investigate the matter. This investigation will, at a minimum, include an interview of each person involved, the student making the alleged threat, and the person(s) reporting it.

The pastor of the parish and the parents of students directly involved are to be informed, as appropriate, and as soon as circumstances allow. If the principal has questions or seeks consultation, he or she should contact the Joliet Diocese's Catholic Schools Office (CSO) to report all facts and circumstances surrounding the event. The CSO will confer with the principal to determine what course of action is needed. Consultation and conference with law enforcement officials, parents and students, pastor, and school board will be implemented on a case-by-case basis.

The offending party will be removed from the school and/or be requested to obtain an evaluation by a certified therapist. If an evaluation is required, the offending party would not enter the school until it is determined, after consultation with the certified therapist, CSO, school principal and pastor, that the offending party is not a danger to himself or others.

During the intervention process:

- 1. The pastor/school principal, in consultation with the CSO, has local decision-making authority.**
- 2. The school principal has responsibility for overall coordination of services.**
- 3. The principal, with CSO consultation, has responsibility for providing appropriate information to the staff, school board, pastor, students, parents, parish community, and, if deemed necessary, general public and press in timely manner.**
- 4. Counseling assistance to staff and students will be made available if the circumstances warrant.**

VIII. Parent Code of Conduct

As a parent, you play a formative role in the development of your child's sense of justice, equity, and the dignity and worth of all members of our diverse school community. You also act as one of the most influential role models in your child's life. It is the expectation of this Catholic community that all parents model acceptable behavior at all times, but especially, within the school setting.

There may be times when you feel that the actions of another child have infringed upon the rights of your own child. Under no circumstances is a parent or guardian to approach another child while he is in the care of the school to discuss or chastise him because of his actions towards said parent's own child. Such an approach to the child may be seen to be an assault on the child and may have legal consequences.

It is appropriate to approach the class teacher or the principal to seek intervention. An approach to the child's parent or guardian in conjunction with an approach to the school may also be appropriate in some circumstances.

Bullying has no place within our community. This is as true for adult-to-adult interaction as it is for child-to-child. All interactions between members of our community must be in keeping with the values espoused by the school through its Mission Statement and the Catholic faith.

Always be positive. Events occur which don't always appear fair. However, it is often the case that the injustice was not intentional, and many times not even apparent to others. Always approach situations in a spirit of cooperation and genuine partnership. Partnership is never one way, and it is not possible to be in an effective partnership with the school when that partnership is not mutually supportive, both privately and publicly, for all parties.

A child's perception is not the same as an adult's due to developmental maturity. They are not lying when their story conflicts with another's or when the teacher's perspective doesn't match what you have been told at home. Children see their world through their own limited experiences, which color their perceptions. Adult perceptions are balanced with life experiences. Listen to your child as they tell you their "reality", but remember that a different "reality" may possibly exist elsewhere.

Protect people's good name. Problems, differences of opinion, and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Attempt to resolve these issues through calm dialogue between the parties *directly* involved while respecting the dignity and privacy of each and every person. Be prepared to actively listen to another's point of view.

Refusal to act in a way which is conducive to continuing relations and in contravention of the Catholic School Parent Code of Conduct could result in the need for the parents to reconsider the suitability of their child's placement within our school.

As a Catholic school community, we must live our faith and trust that all situations can be resolved if we participate with a listening heart and a desire to provide for our children the very best educational settings in a truly Christian environment.

IX. Administrative Authority

Our school handbook cannot possibly include everything a student or parent/guardian would need to know regarding our policies, practices, or procedures. Where questions arise, families are advised to call the school and speak to the appropriate personnel.

***The Administration has the right to amend this handbook at any time.**



OLP SCHOOL UNIFORM REGULATIONS 2011-2012

*2011-2012 is a uniform transition year and therefore the previous year's uniform may be worn. However, all other uniform policies apply.

1. **PANTS/SHORTS**-only Dennis Uniform brand, boys must have a belt
2. **HAIR**-natural hair colors, boys' hair must be *above* the collar, ears and eyes must be showing
3. **MAKE-UP**-no make-up for K-6
NAIL POLISH-only clear for all grades, no acrylics
4. **BOYS' SHIRTS**-only Dennis Uniform brand, tucked in pants, not rolled, white undershirts only
5. **GIRLS' SHIRTS**-only Dennis Uniform brand, tucked in skirts, skorts or pants, *white* camisoles only
6. **JUMPER/SKIRT/SKORT**-no more than 1 inch above the knee
7. **BLOUSE**-(K-4) only Dennis Uniform blouse to be worn with jumper
8. **JEWELRY**- religious necklaces on metal chains are acceptable; no beads, rope chains, etc.
NO bracelets of any kind; watches are allowed
girls only: small earrings, nothing hanging (safety issues); only one pair of earrings may be worn at one time
9. **FLEECE**-Dennis fleece only, no sweaters or hooded sweatshirts may be worn of any kind (safety issues)
10. **SHOES**-only the styles given are allowed: one solid color: brown, black, navy (except for saddle shoe) and completely closed
11. **SOCKS**- (K-4 girls) solid navy or white tights, knee highs or anklets (no patterns)
(5-8 girls) solid navy or white tights or knee highs (no patterns)
(K-8 boys) white or navy crew style (cover ankle)
12. **GYM**-OLP gym clothes only

**infractions will result in a warning or detention*

**please keep all receipts when purchasing school shoes*

Note: All regulations are subject to change, in which case a note will be sent home.

OLP OUT OF UNIFORM REGULATIONS 2011-2012

1. **SHIRTS:** NO sleeveless tops, strapless tops, tank tops, low cut tops, spaghetti straps
2. **PANTS:** NO tight pants, low-rise pants, writing across the seat of pants (capri pants-OK)
3. **SHORTS:** NO short shorts-(determined by faculty and staff), no bike shorts, walking shorts only
4. **DRESSES/SKIRTS:** NO sleeveless, strapless, spaghetti straps, low cut, tight, short-(determined by the faculty and staff)
5. **SHOES:** NO flip-flops or backless shoes, ALL shoes must have a back or permanent strap

*All clothing must be modest and have no inappropriate or suggestive writing or pictures on it.

**Some “Out of Uniform” days may require no jeans, gym shoes, shorts, etc.

*****CONSEQUENCE:** Call home for a change of clothes or wear/rent gym clothes

****“Out of Uniform” DOES NOT APPLY to physical education classes.

