



Parent and Student Handbook

2016-2017

OUR LADY OF PEACE CATHOLIC SCHOOL

Mission Statement

As partners in education at Our Lady of Peace Catholic School, God calls us as Parish, School, and Family to be the light of Christ to our students. By nurturing their Faith, we provide a strong academic foundation anchored in Catholic Spirituality.

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. Our own parish programs, such as “Christ Renews His Parish”, is a great place to begin.

I believe that you know this concept 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 present the Stations of the Cross (see it!). When possible I visit the classrooms personally. In fact, all the clergy teach religion in various classes. This involvement even includes the Religious Education Director as well.

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 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 a 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,

Our Lady of Peace of School is a place that strives to grow as a community through communication and collaboration. As the new school principal, I know that the only way that we will grow as a school is if we do it together. I am committed to working closely with our children, parents, parishioners, staff members, and anyone else that wants what is best for our school and our children.

Our school is a place where our children grow academically, emotionally, physically, and most importantly, spiritually every day. Our school is a place that we will strive for excellence from everyone involved (children, parents, staff members, teachers, and administration). As a Catholic school in the Diocese of Joliet, Our Lady of Peace School takes pride in teaching more! Our teachers have high expectations of our children. Our teachers look for a variety of ways to challenge each child at his/her academic level and at the same time, have and show compassion for each child. We strive for excellence always, but growth daily. We not only teach to the high standards that our school families have come to expect, but we also do it with a kind and compassionate heart. At Our Lady of Peace School, our children and staff go above and beyond to grow individually and as a school community. Not only are we developing young minds for the here and now, but we are also preparing them for their future pursuits in life.

This year, I would like us to use School Speak as more of a communication tool than what it has been used in the past. School Speak should be a place where parents and children come to look at grades, but also a place where you can find classroom and school documents, classroom and school newsletters, classroom and school calendars, etc. This year, School Speak will be a go to page for an open line of communication between the school and home.

Among the more significant assets enriching our curriculum are the well-designed computer lab, science lab, and computerized library. All classrooms are equipped with LCD projectors, document cameras, interactive boards, 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. Additional clubs and extracurricular activities such as Student Council, Chess Club (1st-8th), Lego Club (1st-8th) Math Team, Choir and Band offer the opportunity for acquiring the skills of leadership, teamwork, fellowship, and sportsmanship.

Thank you for sending your child(ren) to Our Lady of Peace School and entrusting us with their academic, spiritual, emotional, and physical growth. Our school is a place that we will work together to create the best possible place for each and every child. I look forward to working with each and every one of you to help develop that magical place.

Sincerely,

Anthony J. Wilkinson

**Anthony J. Wilkinson
Principal**

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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 & ORGANIZATIONS

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

A. Our Lady of Peace Catholic School Board

1. In the Diocese of Joliet, school committees are consultative in nature. The administration (pastor and 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.
2. Please note these two points regarding school board meetings:
 - a. 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.

- b. 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.
3. 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.
4. Membership includes the pastor, the principal, and appointed lay members from Our Lady of Peace Parish. This executive board meets quarterly and, while all meetings are open, it may be necessary to hold a private executive session at the end of a regular meeting. The schedule of board meetings will be available online. All parents are welcome and encouraged to attend.

B. Our Lady of Peace Home & School Association

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 date will be held on a date selected by the principal each year.

A. Admission Policies

1. Requirements for admission:

- An official copy of the child's birth certificate (A child entering our 3-year-old preschool must be 3 years old on or before September 1. 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 (applicable to Catholic students)
- 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.

2. 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 and Christ the Servant 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
 - 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.
- Availability of classroom space, not to exceed 30 students in the Preschool programs and 32 students in Kindergarten and Grades 1 through 8

B. Transfers

1. Transfer students may only be admitted following:
 - receipt and review of attendance, health, and academic records.
 - evaluation of skills tests administered by school personnel.
2. 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.
3. 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.

4. Families who seek admission of their children to Our Lady of Peace Catholic School and are financially unable to pay tuition may qualify for diocesan aid under current diocesan guidelines. This program is administered through FACTS Tuition Management and funded by the Catholic Education Foundation. Additional information is available through the school office.
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 must be presented, and all records from the previous school must be in the school office prior to the student's first day of class.

Illinois State Law now requires the following:

<i>Grade</i>	<i>Medical</i>	<i>Optical</i>	<i>Dental</i>
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.
8. Transfer Forms
 - a. 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.
 - b. 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.

IV. FINANCES

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

A. 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. Tuition must be paid in full prior to the start of the school year or in ten installments through the FACTS program.

B. Tuition 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%

C. School Fees

There are also additional optional fees for athletics, yearbook, and milk. These fees must be paid in August separate from the monthly FACTS payments.

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

D. School Fees Refund Policy

The following policies are in place for refunds on school fees:

1. Sports Fees – Athletes can request a full refund up until the first game/match/competition of the season. After the first game/match/competition no refunds will be allowed with the exception of an injury. If the athlete is injured they must provide a doctor's letter stating that they are no longer able to play and a pro-rated refund will be available for the rest of the season.
2. Milk Fees – Refunds are only available up until the first day of school.
3. Yearbook Fees – No refunds are available.
4. Reconciliation / First Communion / Confirmation / Graduation – Refunds are only available if the student withdraws from Our Lady of Peace School prior to the event.

E. School Hot Lunch Program

A school lunch program is offered. Watch the monthly school calendar for selections and dates. NO LUNCHES from outside vendors may be brought in 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.

A. 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.

B. Liturgy and Sacraments

1. 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.
2. Students in Second Grade receive special instruction and preparation for the sacraments of Reconciliation and Holy Eucharist.
3. 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.

C. 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.

D. 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.

A. 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.

B. 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 6.25 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.

C. 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.

D. Computer Lab

Students in K-8 follow the diocesan technology education standards. 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.

E. Student Strategies for Success

1. 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:

- a. **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.
- b. **Homework** - 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.
 - 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.
 - Homework is given daily in the form of written work, reviewing, studying, and/or reading.
 - Long term assignments will remain due on the assigned date. If your child is absent on that date, his or her work may be submitted electronically or delivered to the office for distribution to the appropriate teacher. The grade for the long term assignment will be affected if not turned in on the assigned date. Students are responsible for communicating with the teacher about the due dates for missed assignments, projects, and tests/quizzes.
- c. **Absences** - There is no substitute for student attendance in class. Missing class lessons and discussions is detrimental to a student's understanding of a concept and cannot be made up.
 - On occasions of absence, parents must contact the school office. Please follow the individual teacher's procedure for receiving assignments.
 - Absences due to non-emergency family trips are strongly discouraged. *Teachers will not pre-assign work for planned absences.* Please refrain from requesting a special exemption. The faculty will strictly adhere to this policy. *Students must make up work upon their return.* 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.
 - 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.
- d. **Tardiness** - 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 8:15 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.
 - 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.

- e. **Incomplete Work** - 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.
- f. **Tests/Quizzes/Projects** - Tests, quizzes, and projects 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.
- g. **Report Cards** - 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.
- h. **Modified Assignments** - Modified assignments may be implemented for students with identified learning issues in grades K-8. The modifications will be consistent in all subject areas based on each student's accommodation plan.
- i. **Parent-Teacher Conferences** - 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.
 - Parents should feel free to request a conference with their child's teacher whenever a need arises. Conferences with parents should always be prearranged.
 - 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 best be able to address concerns. Should further consultation be necessary, arrangements can be made for an appointment with the principal.
- j. **Grading Codes**

Grades K-3	4	=	Work Exceeds Expectation
	3	=	Work Meets Expectations
	2	=	Work Approaches Expectation
	1	=	Not Demonstrating an Understanding
Grades 4-8	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	

k. Honor Roll - Our Lady of Peace Catholic School has an Honor Roll Program in Grades 6-8.

i. The following classes are used to determine Honor Roll: English, Mathematics, Literature, Science, Social Studies, Religion, and Spanish.

ii. 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

iii. 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.

l. 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.

m. 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.

2. 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.

3. 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.

A. School Calendar

A yearly calendar is available to every family in August on the Our Lady of Peace Catholic School website (www.olopdarien.org). There is a daily calendar available on School Speak.

B. 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 (www.olopdarien.org) or the emergency closing website (www.emergencyclosings.com) and on the following radio and TV stations: WGN-720, WMAQ-670, WBBM-780, WFLD-TV, WGN-TV, WBBM-FM-B96.3, US-FM-99.5, WFYF-103.5 FM, and WBBM-105.9. We also employ One Call Now, which also sends a telephone message to every family registered in our school. Notification to two numbers is available and can be arranged by contacting the school office.

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.

C. Daily School Program

1. Official school hours are from 8:15 A.M. to 3:15 P.M.
2. School hours for three year old Preschool are from 8:15 am – 11:10 AM for our morning Pre-K program. This class is held either: Mon & Wed, Tues & Thurs, or Monday – Friday. The full day program runs Monday – Friday (8:15 – 3:05).
3. School hours for four year old morning Preschool are from 8:15 am to 11:10 am. This class is held either Mondays, Wednesdays, and Fridays or Monday-Friday
4. AM Kindergarten hours are from 8:15 A.M. to 11:15 A.M.
5. 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 or staff member. All children will be allowed to enter the school building after 7:55A.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 8:15 A.M. will be marked tardy.

The school cannot assume responsibility for children before 7:55 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.

D. School Times

7:55 A.M. School doors are opened K - 8
 8:15 A.M. Tardy Bell, Prayers Begin, Students arriving after this time must stop in the school office for a tardy slip
 8:20 A.M. Classes begin – 1st period
 11:10 A.M. Morning 3 and 4 year old Preschool dismissed
 11:15 A.M. Morning Kindergarten dismissed
 11:40 A.M. Recess/Lunch begins for Grades 4 – 8
 11:40 A.M. Lunch/recess begins for Grades K – 3
 12:20 P.M. Lunch/recess ends for Grades K – 8
 3:05 P.M. Pre-K dismissal
 3:15 P.M. All students dismissed – Bus students should go directly to Bus pick up location, After School Program Students should go directly to their program and all other students are to leave school grounds promptly.

E. Attendance

Daily 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 8:30 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 9:15 a.m. will be marked Morning Absent. A child who leaves school before 10:15 a.m. and does not return is marked a Full Day Absent. A child who leaves by 1:15 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.

F. 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. If your child is absent on that date, his or her work may be submitted electronically or delivered to the office for distribution to the appropriate teacher. The grade for the long term assignment will be affected if not turned in on the assigned date. Students are responsible for communicating with the teacher about the due dates for missed assignments, projects, and tests/quizzes.

G. 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:

1. 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.
2. 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.
3. 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.

H. Lunch/Recess

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. No child should share a lunch or snack with any other student. Please be cognoscente of classroom allergies.

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–8 is expected to participate in outdoor recess. A written request is required before any exceptions can be made. Junior high students may have the opportunity to participate in an indoor recess. During inclement weather, all students will remain indoors.

I. **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.

1. **Medication Authorization**

Medications that are allowed to be kept at school: Emergency Medication (i.e. Epi pen, Avi-Q, rescue inhalers, and any daily prescription medication)

- a. Medication Authorization Forms are available in the school office.
- b. No school personnel shall administer any prescription medicine unless the complete Medication Authorization Form for such student has been received by the office personnel.
- c. 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 and permission given.
- d. 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, 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.

2. **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.

3. **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.

a. 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.

b. 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.

4. **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.

No medication of any sort can be in a child's possession except for an asthmatic inhaler, prescribed by physician.

J. **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.

K. **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.

L. Concussion Policy

1. Concussion Guidelines

A concussion is a type of brain injury resulting from a bump, blow, or jolt to the head that causes the head and brain to move rapidly back and forth. A direct blow to the head is not required to cause a concussion; this type of injury can result from a hit to the body that transmits force to the head. The sudden, forceful movement can cause the brain to bounce around or twist in the skull, stretching or damaging the brain cells and causing chemical changes in the brain. Concussions affect people differently both physically and cognitively. Many students will recover within a few days or weeks and only experience brief symptoms. With a more serious concussion, symptoms can be prolonged and persist for many months or more.

Concussion symptoms can significantly impact a student's ability to learn. Physical symptoms such as headache, dizziness, and visual changes, may inhibit a student's ability to focus and concentrate. Cognitive symptoms may impact the ability of the student to learn, memorize and process information as well as stay on task with assignments and tests. Struggling with schoolwork may actually cause symptoms to increase. Students may experience feelings of frustration, nervousness and/or irritability both as a direct result of concussion and due to resulting academic difficulties. Altered sleep schedules may result in fatigue and drowsiness throughout the day. Inadequate sleep can exacerbate the magnitude of symptoms the student may experience. Treatment and recovery from a concussion is an individualized process. Some students may not miss any school and may need relatively few accommodations. Others may have several months of prolonged symptoms that can significantly affect academic performance and require extensive accommodations at school. The severity of a concussion is measured by how long the symptoms last. Therefore, it is not possible to know how severe a concussion is until the student is fully recovered.

Maximizing a student's recovery potential following a concussion depends on timely implementation of two critical components: cognitive rest and physical rest. There is increasing evidence that using a concussed brain to learn may worsen concussion symptoms and prolong recovery. The goal during concussion recovery is to avoid overexerting the brain to the level of triggering or worsening symptoms. Determining the appropriate balance between the amount of cognitive exertion and rest is the hallmark of the student's learning plan and crucial for facilitating recovery. This balance is different for each concussion. Therefore, an individualized plan for returning to learn with accommodations is required, and should be frequently monitored and updated to allow for the student to progress academically as concussion symptoms improve.

2. Signs and symptoms of a Concussion

The signs and symptoms of a concussion can show up right after an injury or may not appear or be noticed until hours or days later. Watch for changes in how the student is acting or feeling or if the symptoms are getting worse. Be alert for the following:

EMOTIONAL

Irritable
Sad
More emotional than usual
Nervous

THINKING/REMEMBERING

Difficulty thinking clearly
Difficulty concentrating/remembering
Feeling slowed down
Feeling hazy, foggy or sluggish

PHYSICAL

Headache or pressure in head
Nausea or vomiting
Balance problems or dizziness
Fatigue or tired
Blurry or double vision
Sensitivity to light or noise
Does not feel right

SLEEP

Drowsy
Sleeps less than usual
Sleeps more than usual
Trouble falling asleep

SIGNS OBSERVED BY PARENTS/ SCHOOL/STAFF

Appears dazed or stunned
Is confused about events
Answers questions slowly
coordination
Repeats questions
Can't recall events prior to the hit/fall
Can't recall events after the hit/fall
Loses consciousness even briefly
Personality or behavior changes
Forgets class schedule or assignments

DANGER SIGNS

Repeated vomiting or nausea
Drowsiness or cannot be awoken
A headache that gets worse
Weakness, numbness or decrease in
Slurred speech
Increase confusion, restlessness or agitation
Seizure
Loss of consciousness- even brief
Uneven pupils

3. Return to Learn Policy

The hallmark of return-to-learn (RTL) is cognitive rest immediately following concussion. Cognitive rest means avoiding potential cognitive stressors such as school work, video games, reading, texting and watching television. The rationale for cognitive rest is that the brain is experiencing an energy crisis, and providing both physical and cognitive rest allows the brain to heal more quickly. Students may not require all phases based on their individual symptoms and experience. Evaluating each student individually will be the expectation of the parents, teachers, coaches and C.O.T members.

Phase 1: No School/Complete Cognitive and Physical Rest

Symptom Severity: In this phase, the student may experience high levels of symptoms that prohibit the student benefiting from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic daily tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.

Treatment: Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.

- If symptoms are severe the student should be on total cognitive rest and use a darkened, quiet room for rest. Consult a physician should this persist more than 2 days. As symptoms improve may try light cognitive activity (being up and about, watching some TV, light reading) as long as symptoms do not worsen. This can be done for blocks of 30 minutes up to 2 hours with 10 minute breaks in between.

Interventions:

- Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, loud music and riding a bike.
- No physical activity! This includes anything that increases the heart rate as this may worsen or trigger additional symptoms.
- No academic work. No computer work.

Students should not return until they are able to sustain 30 minutes of “light cognitive activity” without exacerbation of symptoms.

Phase 2: Part-Time School Attendance with Accommodations

Symptom Severity: In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) and need frequent breaks to rest.

Parent/Guardians:

- Please communicate with the Concussion Oversight Team and teachers prior to sending your student back to school.
- The initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening. Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process.
- Avoid environments and tasks that trigger or worsen symptoms.

Accommodations as needed:

- Part-time school attendance, with focus on the core/essential subjects and/ or those which do not trigger symptoms; prioritize what classes should be attended and how often.
- Half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the school office, library or quiet location in between.
- Allow student to lay head down on desk.
- Listen to lectures only. No note-taking or reading. Share notes and outlines from teacher or peer.
- No quizzes, tests, projects or papers.
- Eliminate any nonessential work.
- Minimal or no homework.
- Pass early to avoid noise in the hallway, eat lunch in a quiet place with a friend, avoid athletic and gymnasium events.
- Avoid cafeteria, band or choir.
- Avoid florescent lights and/or move to an area of classroom with low-lighting.
- May need to limit exposure to power point/movies due to possible light sensitivity.
- No Physical activity.

Phase 3: Full-Day Attendance with Accommodations

Symptom Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.

Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.

Intervention: Continue to prioritize assignments, tests and projects and in class learning with the help of teacher. Gradually increase amount of homework. Reported symptoms should be addressed by specific accommodations as above. Accommodations can be reduced or eliminated as symptoms resolve.

Additional Accommodations as needed:

- Limit to only one test or quiz each day (or postpone as needed). May need to be taken in a quiet place. May need to take test orally if an option.
- Class information and corresponding assignments should be divided into manageable blocks to minimize cognitive load.
- May record short response answers for homework, quiz or test in an electronic document.
- Increase font size on computer if necessary/minimize computer screen brightness.

Phase 4: Full-Day Attendance with Minimal Accommodations

Symptom Severity: In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.

Interventions: Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms. Construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress with the help of guidance counselor as needed.

Phase 5: Full School and Ready to Physical Education / Participation in Recess

Symptom Severity: No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.

Treatment: No accommodations are needed

Before returning to physical education (P.E.), the student must receive written clearance and complete a step-wise return-to-progression as indicated by the licensed healthcare professional.

4. Concussion Oversight Team (C.O.T.)

The Concussion Oversight Team's (C.O.T.) primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols are based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention.

Our Lady of Peace Concussion Oversight Team:

Anthony Wilkinson (Principal)

Joe Reilly (Athletic Director)

Lynn Larson (Physical Education Teacher)

T.B.D. (Designated Staff/Coach)

5. Reporting Possible Concussions

If an injury occurs during the school day where a concussion is suspected, a member of the Concussion Oversight Team will inform the student's parents/guardians and recommend that the student be evaluated for a concussion by a physician. Should the parents/guardians choose not to have the student evaluated they must sign a release for the student to Return to Learn. If the student is evaluated by a physician and no concussion is diagnosed, a written report from the physician is necessary for the student to Return to Learn. If the physician diagnoses the student with a concussion, the physician will provide the procedures necessary to Return to Learn pursuant to the Return to Learn Policy. The student must have a written report from a physician and a signed release from the parents/guardians to return to Physical Education and/or participate in recess.

If an injury occurs outside of school where the parents/guardians suspect a concussion, it is the responsibility of the parent/guardian to report the possible concussion to the OLP Concussion Oversight Team. Should the parents/guardians choose not to have the student evaluated they must sign a release for the student to Return to Learn. If the student is evaluated by a physician and no concussion is diagnosed, a written report from the physician is necessary for the student to Return to Learn. If the physician diagnoses the student with a concussion, the physician will provide the procedures necessary to Return to Learn pursuant to the Return to Learn Policy. The student must have a written report from a physician and a signed release from the parents/guardians to return to Physical Education and/or participate in recess.

M. 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.

N. 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.

O. 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.

P. Telephone and Cell Phone Regulations

1. 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.
2. Messages for students should be limited to emergencies, and these messages will be delivered promptly.

3. 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.
4. Our Lady of Peace Catholic School understands the necessity of cell phones. Nevertheless, the following rules must be followed regarding cell phones:
 - Before entering the school building, cell phones and all electronic devices must be turned off. Students in the “before-care” or “after-care” classroom are allowed the use of these devices under program guidelines.
 - Cell phones, pagers, web-browsing devices, and any similar electronic communication devices must be turned off and 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 3:15 bell, cell phones and all electronic devices may be used appropriately.
5. 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.

Q. 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. Electronic books may be permitted at the discretion of the teacher within the instructional environment providing that such devices are not 3G or 4G (including any other mobile broadband technology) enabled. Abuse of this privilege will result in its loss.

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.

R. Volunteers and Visitors

For the safety of students and staff, all volunteers and visitors must use the main entrance, sign-in, and receive a visitor’s pass at the school office. Anyone seeking access to the school building must ring the bell, identify himself, and wait for the buzzer to sound before opening the door. Teachers and students are not permitted to open the door for any visitor to the school even if the visitor is known. No parent may go directly to a classroom at any time. All volunteers and visitors are required to return to the office to sign out before exiting the building.

S. 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. No child should run to their parent in the parking lot. Please make sure to help us keep children safe.

T. 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.

1. 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.

2. 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 designated handicap parking spaces unless you have the proper license or placard.

U. 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.

V. 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.

W. 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 students are on the bus they 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.

VIII. STUDENT CONDUCT AND BEHAVIOR

A. 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.

B. 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 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.

C. Bullying, Cyber-Bullying, and Online Behavior

Our Lady of Peace Catholic School utilizes Diocesan policy #5313 Anti-Bullying Policy as its official reference for this topic.

The principal will investigate 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, and in accordance with diocesan guidelines, 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, Facebook™, Twitter™, YouTube™, Google+™, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, the parish, or if the content interferes with the educational mission of Our Lady of Peace Catholic School. Students involved may face detention, suspension, and/or expulsion.

D. 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.

E. 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.

F. 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.

G. 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. It is expected that all school parents teach their Catholic Faith through example and model Christian behaviors.

H. 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 (\$85 per day and is subject to change).

I. 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).

J. 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 and 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 through the Social Worker's office.

IX. Parent Behavior and Communication

Treating others with respect and dignity is required by all. This must be true in regard to our Pastor, Principal, Parish and School Staff. If a volunteer parent in anyway violates this policy and communicates in a disrespectful negative way through writing or word, the volunteer will be asked to step down from their volunteer position. Such behavior is not aligned with our Christian Values. Father Walter Dziordz is committed to implementing this policy. It is expected that all school parents teach their Catholic Faith through example and model Christian behaviors. We welcome open lines of respectful communication.

A. 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. Everyone should always approach situations in a spirit of cooperation and genuine partnership. A 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.

B. 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.

C. Service Commitment Program

1. Program Philosophy

Our Lady of Peace Catholic School prepares students for a love of learning, service to God, and responsible membership in the school, community, and the world. Our Lady of Peace Catholic School believes that the education of students requires a partnership with families and encourages family involvement through our Service Commitment Program (SCP) to help meet these goals.

2. SCP Guidelines

It is requested that each family commit to serve a minimum of ten (10) service hours each year. Hours will be tracked using a point system with each service assigned a different point value. All families are asked to accrue 10 points, or 10 hours, during the school year. SCP hours/points must be accumulated between June 10th and May 31st of each school year. SCP points are only applicable to the family earning them and are non-transferrable to other school families nor can they be carried over from the previous year.

For the purpose of this program, Our Lady of Peace School places a value of \$25.00 per hour served.

3. Participants

Parents, guardians, and extended family members (grandparents and siblings who are 16 years of age and older), may complete SCP hours for the family. Students cannot complete hours on behalf of their family. SCP hours must be completed no later than the last week of May each year. Every family member that works directly with children during the school day or as part of extra-curricular activities must have completed the Protecting God's Children seminar.

4. Auction Chairs

Our Lady of Peace School's annual Auction is an integral fundraiser for the HSA. As such, should a family member chair or co-chair the annual auction, they will automatically meet their Service Commitment for the school year in which they chair as well as obtain 10 hours/points credited toward the next two school years. This equates to a \$750 position.

5. Service Commitment Options

It is your responsibility to volunteer for the activities of your choice. Families are encouraged to become involved in the Our Lady of Peace School community according to their interests and talents. Only service hours that directly benefit the school will count towards SCP Hours. Community service hours to other non-profit organizations outside of Our Lady of Peace School, while charitable, do not count toward SCP Hours.

There are a variety of opportunities to fulfill your SCP Hours. Examples include participating in any of the school fundraisers, Advisory Board committees, Home and School Association committees, serving in your child's class, helping with office tasks, writing thank-you notes from home, supporting the lunch and recess program, and the school's extra-curricular activities. Please login to School Speak regularly to view and sign-

up for available positions. Opportunities will continue to be communicated throughout the year.

6. Documenting Hours

All SCP hours must be logged and recorded through School Speak. Most often the Committee Chair will update hours immediately following an event. However, it is the responsibility of the parents or guardians to ensure that their time has been logged on School Speak no later than one week after completing each qualifying service.

7. Opt Out Option

In recognition that some families may not be able to donate their time, families may choose instead to make a payment of \$250.00 per family. This payment is not a donation and is not tax deductible, but will fulfill your contractual obligation. For families choosing this option, please deliver a check to the school office made payable to OLP – HSA and note “Service Commitment Program”. The total value of \$250 is calculated at \$25.00 per hour.

8. About Profit Dollars

As you may be aware, in order to keep tuition costs down, Our Lady of Peace relies on the Home School Association to raise a significant contribution each year. For the 2016-2017 school year, HSA has a goal to raise \$130,000 to offset tuition for the cost to educate our students. All profits made from the SCP will go directly to HSA to achieve this goal.

9. Failure to Fulfill Service Hours

Families that do not fulfill their SCP Hours will be invoiced the full \$250.00, regardless of how many hours under the required 10 they have completed. This amount must be paid within thirty days after the end of the school year. Children cannot begin school the following year unless this amount is paid in full. In addition, official transcripts will not be released until the amount is paid in full.

X. UNIFORM REGULATIONS

A. School Uniform

1. PANTS/SHORTS

- only Dennis Uniform brand
- pants and shorts must have a belt
- pants may be worn all year for all students (K - 4: navy, 5 - 8: khaki)
- shorts may be worn August, September, April, May, and June (K - 4: navy, 5 - 8: khaki)

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

4. NAIL POLISH

- NO acrylics

5. BOYS’ SHIRTS

- only Dennis Uniform brand polos
- tucked in pants or shorts
- *white* undershirts only

6. GIRLS’ SHIRTS

- only Dennis Uniform brand polos/blouses
- tucked in skirts, skorts, shorts, or pants

- *white* camisoles only
7. JUMPER/SKIRT/SKORT
 - no more than 1 inch above the knee
 - jumper must be worn in Kdg - 4th grade
 - skirts and skorts are only permitted in 5th - 8th grade
 8. BLOUSE
 - (K-4) only Dennis Uniform blouse to be worn with jumper
 9. JEWELRY
 - *ONLY* religious necklaces on metal chains
 - NO bracelets or rings of any kind
 - watches are allowed
 - *girls only*: one set of small earrings, nothing hanging, NO multiple piercings
 10. FLEECE
 - Dennis fleece only
 - NO other sweaters, fleeces, sweatshirts, or hooded sweatshirts may be worn of *any* kind during the school day
 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, khaki or navy crew style (cover ankle)
 12. SHOE POLICY – *only* the styles shown are allowed (choices and styles must be chosen from the most recent uniform booklet):
 - completely closed
 - heel: 1 inch or less
 - one solid color: brown, black, navy (except for saddle shoe)
 - one solid brown, black, or navy patent leather acceptable
 - no colored soles, soles must match color of shoe (except for saddle shoes and topsiders)
 - no stripes
 - no fabric shoes
 - no metallic colors
 - no athletic style shoes
 - no suede or brushed leather
 - no ballet flats or ballet style
 - no moccasins or moccasin style
 - no boots of any kind

B. Out of Uniform – Dress Up/Dress Down

Students are expected to dress in a manner that upholds acceptable standards for cleanliness, modesty, and safety.

Good Rule: If you question whether you should wear it, you probably shouldn't.

All uniform regulations and guidelines are subject to the discretion of the principal.

1. SHIRTS – Shirts must have sleeves. Girls must wear a top with a modest neckline and all undergarments must be fully covered.

Examples of unacceptable shirts:

- Sleeveless, strapless, or backless tops

- Tank tops
 - Tops with spaghetti straps
 - Low cut tops
 - Tops that are too tight or form fitting (student must be able to pinch an inch of clothing not clinging to their body)
2. PANTS – Pants must be modest in form. All undergarments must be fully covered.

Examples of unacceptable pants:

- Pants that are too tight or form fitting (student must be able to pinch an inch of clothing not clinging to their body) UNLESS student is wearing an appropriate top that extends to the bottom of the middle finger when standing with arms at the side
 - Leggings, jeggings, yoga pants or skinny jeans UNLESS student is wearing an appropriate top that extends to the bottom of the middle finger when standing with arms at the side
 - Low-rise pants or excessively baggy pants
 - Any pants with writing across the seat
3. SKIRTS/SKORTS/DRESSES – Must be no more than 2 inches above the student’s knee
4. SHORTS – Walking shorts that are no more than 2 inches above the student’s knee

Examples of unacceptable shorts:

- Bike shorts
 - Legging/jegging capris or shorts UNLESS student is wearing an appropriate top that extends to the bottom of the middle finger when standing with arms at the side
 - Shorts that are too tight or form fitting (student must be able to pinch an inch of clothing not clinging to their body)
5. SHOES – All shoes must have a back or permanent strap and must be weather appropriate

Examples of unacceptable shoes:

- Flip-flops
 - Backless shoes
 - Any heel over 1 ½ inches
6. Examples of unacceptable clothing:
- Pajamas or sleepwear tops or bottoms (flannel Spirit Wear is okay)
 - Any clothing exhibiting drugs, alcohol, tobacco, or inappropriate messages
 - Any clothing exhibiting guns or gangs
 - Shorts during the winter months or during unseasonably cold weather
 - Hats, athletic sweatbands, and novelty head coverings
 - Torn or ripped clothing

C. Out Of Uniform Violations

If it is decided by the Principal or Vice-Principal that a student has violated the Out-of-Uniform Policy, the following procedure will be followed:

Please note: Students will only be required to change into school gym clothes or call their parent for a change of clothes if the violation is egregious or disruptive to fellow students

1. First Offence – Written Warning

2. Second Offence – Detention
3. Third Offence – Loss of Out-of-Uniform privileges for six months which may be carried over into the subsequent school year

XI. DIOCESAN POLICIES

A. 1140 COMMUNICATION WITH STUDENTS (CONFIDENTIALITY)

Confidentiality generally refers to information given with the understanding it will not be revealed to another person. Illinois State Law regulates some confidentiality issues i.e. the Mental Health Act, the School Records Act, the Social Workers Act and the Abused and Neglected Child Reporting Act. Catholic schools follow these laws, regulations and guidelines as applicable.

Staff members inform students of ground rules regarding confidentiality before receiving confidences. Students are told that confidences will be respected except in cases of health, life and safety.

The above rules also apply to written communication. Teachers are expected to read what students write.

If a teacher cannot read the assignment, such assignments are not made. If students engage in journal writing, confidences will be respected except in cases of health, life and safety.

Confidentiality regarding information revealed during school retreats etc. follows the same rules. If student leaders are used they must understand about reporting confidences.

B. 1220 POLICY OF CHRISTIAN CONDUCT

Our Catholic schools are rooted in a **vision and values**:

- The **vision** for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- The **values** for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

C. 1310 ISSUES REGARDING SCHOOL PERSONNEL

The administration and staff are committed to effective and appropriate communication. If an issue arises it is first addressed to the person(s) involved. If the issue is not resolved the supervisor of the school staff is contacted. At the local level, the principal supervises teacher/staff members and the pastor supervises the principal.

The Catholic Schools Office may be contacted for advice at any time during the process. Before the Catholic Schools Office acts to resolve the issue, all local recourse is to be exhausted.

If an issue about an individual employee is brought to a supervisor, the employee involved is advised of the nature of the issue. The employee is given opportunity for explanation, comment or presentation of the facts as he/she sees them.

If a personnel issue is expressed to the local school board as a whole or to a board member as an individual, it is referred to the person's supervisor for study and possible solutions. The employee is given an opportunity for explanation, comment or presentation to the supervisor of the facts as he/she sees them.

D. 1380 PARENT SEX OFFENDERS

When the parent or guardian of a student is on the sex offender list, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. It is necessary to have these parameters formally written, reviewed and agreed upon by the parents, principal, pastor and the Diocesan attorney. The signature of these parties is necessary before the child is accepted in the school. Failure to comply with the agreement may be cause for disenrollment of the child. (adopted 2010)

E. 1430 MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

F. 1440 REPORTING DRUG VIOLATIONS to AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of “drug violations” to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

a. A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

G. 1450 REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

H. 1460 REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well 105 ILCS 5/10-21.7

I. 5110 NON-DISCRIMINATION

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the OFFICIAL CATHOLIC DIRECTORY, published annually.

J. 5313 BULLYING PREVENTION POLICY

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or
- (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

XII. 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.**



PARENT/STUDENT HANDBOOK SIGNATURE



Sign and return this form to indicate that you have read and discussed the contents with your child/children and agree to support its stated policies.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Students in Grades 4 – 8 are to also sign this form.

Student Name

Grade

***Failure to sign and return this paper does not negate your obligation to follow the Our Lady of Peace Catholic School policies and procedures.**