



**Parent and Student Handbook**

**2019-2020**

***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.***

Welcome to Our Lady of Peace!

God is present in our lives, “laboring for us” in all things. Catholic education affirms the radical goodness of the world, tries to create a sense of wonder and mystery in learning about God’s creation, probes the meaning of human life and is concerned with the total formation of each student as an individual personally loved by God. Growth in the responsible use of freedom is facilitated by the personal relationship between student, teacher and his/her parents. In a Catholic school the adult members of the educational community guide students in their development of a set of values leading to life decisions that go beyond “self” and include a concern for the needs of others. It is through this that we humbly try to model our lives with Christ at the center. This vision calls us to practice life-giving values, and create a positive environment that looks for ways to apply what we are learning. It’s exciting to be a part of a community that cares for each other, all the while reaching for our best.

At Our Lady of Peace School (OLP), we join together as educators, students, and parents, united in our mission, fortified by our Lord, Jesus Christ. We see spiritual formation as integrally connected to the academic, social, emotional, and physical development of the whole child and it is through all of these areas that we will send forth young adults who are ready to make responsible social decisions.

Please take the time to review this handbook with your child(ren) and let us know if you have any questions. We look forward to partnering with you throughout the 2019-2020 school year.

Blessings,

Kimberly Rich

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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 at minimum and quarterly in open forum. It may be necessary to hold a private executive session at the conclusion of an open forum meeting. The schedule of open forum 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.

## **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.

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>
<b>Preschool</b>	<b>Complete Physical</b>		
<b>Kindergarten</b>	<b>Complete Physical</b>	<b>Eye Exam</b>	<b>Dental Exam</b>
<b>Second</b>			<b>Dental Exam</b>
<b>Sixth</b>	<b>Complete Physical</b>		<b>Dental Exam</b>

\*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.

#### **IV. FINANCES**

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

##### **A. FACTS Account**

All families are required to maintain an *active* FACTS account and make scheduled payments on the agreed tuition schedule. Failure to have an active up to date tuition account will result in your child being denied access to the school.

**B. Tuition**

Tuition at Our Lady of Peace Catholic School is determined yearly. There will be two different tuition schedules: Parishioner rate and non-parishioner rate. Supporting the parish includes a suggested minimum offertory contribution of \$500 per year for parishioners. Parents must be paid up to date on their financial obligations before their children can receive room assignments for the next year. Tuition must be paid in full by June 30th. All families must have an active FACTS account in order for their child to attend class. If parents elect to pay in full through the July invoice agreement plan they still must maintain an active FACTS account for incidental expenses.

**C. 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%

**A. School Fees**

There are also additional optional fees for athletics, yearbook, and milk. These fees must be paid in August or according to their FACTS schedule.

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

**B. 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 – No refunds are available. However, you may cancel your milk order any time prior to the August FACTS Fee payment date.
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.

### **C. School Hot Lunch Program**

A school lunch program is offered. Watch the monthly school calendar for selections and dates.

## **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

#### **SCHOOL SERVICES**

Eucharistic Ministers

Missions	Altar Servers
Charities	Choir
Confirmation Service Projects	Peer Tutors
Nursing Home Visitations/Gifts	Safety Patrol
Student Council Outreach	School Aides
Letters to Hines VA	
Thanksgiving Food Drive	
Our Lady of Peace Parish Food Pantry	

**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. Art, music, physical education, and Spanish 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. 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. 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 high algebra class and seventh grade high 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 AIMSweb three times a year.
- MAP testing is administered three times a year in fall, winter, and spring.
- 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 may be available through District 61 using their criteria. The resource teacher from OLP will communicate with District 61 and will work with the parent to provide all necessary data to assist the District in making this decision.

**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. All teachers are encouraged to plan a minimum of one field trip a year.

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](http://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](http://www.olopdarien.org)), school Facebook page, email blast, or the emergency closing website ([www.emergencyclosings.com](http://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.

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 a.m – 11:15 AM for our morning Pre-K program. This class is held either: Tues, Wed. & 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 11:15 a.m. This class is held Monday-Friday. The full day program is Monday – Friday (8:15-3:05).
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 arrive at 7:55 a.m. or later, and leave the school grounds no later than 3:15 P.M. Any students on campus before or after these times will be sent to the OLP before/after school program and parents will be responsible for applicable fees.

#### **D. School Times**

7:55 A.M. School doors are opened Pre-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 – 1<sup>st</sup> period  
11:10 A.M. Morning 3 and 4 year old Preschool dismissed  
11:15 A.M. Morning Kindergarten dismissed  
11:20 A.M. Lunch/Recess begins for Grades K-4  
12:05 P.M. Lunch/Recess begins for Grades 5-8  
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:

<b>Disease</b>	<b>Isolation Period</b>
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 considerate 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 Medication Authorization Form must be received by office personnel. The completed Medication 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/ DANGER SIGNS

#### SCHOOL/STAFF

Appears dazed or stunned  
Is confused about events  
Answers questions slowly  
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

Repeated vomiting or nausea  
Drowsiness or cannot be awoken  
A headache that gets worse  
Weakness, numbness or decrease in coordination  
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:

Principal  
Athletic Director  
Physical Education Teacher  
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 and sign-in in the school office. Anyone seeking access to the school building must ring the bell 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 child on time is appreciated.

All walkers and car riders must exit from their designated doors to the Plainfield Road 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 who reside within the District 61 boundaries.

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 graphing 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. 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 for the 2019-2020 school year must be accumulated by **May 31, 2020 with no exceptions**. 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 by **May 31, 2020**. 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. Additionally, donations of food or other items do not count as a service.

There are a variety of opportunities to fulfill your SCP Hours. **Opportunities are listed on School Speak under "Committee Sign-up"**. Please login to School Speak regularly to view and find the contact information to sign-up for available positions. Opportunities will continue to be communicated throughout the year.

NOTE – Due to the need of steady weekly volunteers, Safety Patrol, Lunch/Recess, and Library volunteers are a **yearlong** commitment. You will not earn points if you join these programs late or discontinue your participation before the end of the year.

### **6. Documenting Hours**

All SCP hours must be logged and recorded through School Speak. Every volunteer position is led by a Chairperson. This Committee Chairperson will send an update to the Service Commitment Program Chair with the events' volunteer hours within three days following an event. However, it is the responsibility of the parents or guardians to ensure that their time has been properly logged into School Speak no later than two weeks after completing each qualifying service. **You can view your current hours earned on School Speak under "Track Family Service Hours"**.

### **7. Opt Out Option**

In recognition that some families may not be able to donate their time, families may choose instead to opt out and 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 and note "Service Commitment Program – Opt Out".

### **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 2019-2020 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 by **May 31, 2020** will be invoiced the full \$250.00, regardless of how many hours under the required 10 they have completed. This amount will be **withdrawn from their FACTS account on June 1, 2020**. 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 - 4<sup>th</sup> grade
- skirts and skorts are only permitted in 5<sup>th</sup> - 8<sup>th</sup> 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, but they can not be "smart" watches (Apple watch for example)
- *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, leggings or anklets (no patterns)

- 5 - 8 girls: solid navy or white tights, leggings 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 metallic colors
- no athletic style shoes
- no ballet flats or ballet style
- no moccasins or moccasin style
- no boots of any kind

13. PE UNIFORM POLICY

- 3-8 girls and boys will change for PE class.
- K-2 girls and boys will wear their PE uniform all day on PE days.
- K-8 girls and boys wear OLP PE shorts and t-shirts. OLP sweatpants and sweatshirts are optional.
- Proper athletic gym shoes with laces (no slip ons) are mandatory.
- No tights may be worn in PE class.
- Long hair should be tied back.
- On school sponsored out-of-uniform days the PE uniform will still be required.

### **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 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 Offense – Written Warning
2. Second Offense – Detention
3. Third Offense – 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.**



Our Lady of Peace Catholic School strives to prepare students for an ever-changing world. The nature of information and knowledge is ever-evolving, students learn differently today, and technological advancements are occurring at an exponential rate.

We believe that every student has a right to an education that prepares them for further education and future employment. We believe our students deserve to learn in an environment that emphasizes 21st Century skills:

- Creativity
- Communication
- Collaboration
- Critical-Thinking

As a 1:1 school providing each student with a device, we strive to provide our learners the opportunity to learn in an engaging atmosphere reflective of the world that surrounds them. In our 1:1 initiative, our goal is for students to become more active learners and producers of knowledge. Effective use of digital devices will progressively lead us to more engaging forms of classroom interactions that are personalized, individualized, and differentiated.

We are excited to provide, grow, and sustain a technologically rich environment for our children. We believe this experience will help our children reach their full potential. Most importantly, we look forward to continually providing our children with a strong academic foundation anchored in Catholic Spirituality.

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## **Our Lady of Peace Technology Policy**

### **INTRODUCTION**

Our Lady of Peace strives to provide all students with both devices and technological resources to grow their academic experience. All students in Kindergarten through Eighth grade will have access to our Computer Lab. Additionally, in our ongoing 1:1 initiative, Kindergarten through Third grade will regularly utilize iPads while Fourth grade through Eighth grade will be provided personal Chromebook Devices for their use throughout the school year. All students have internet access and storage space provided by Our Lady of Peace.

### **DEVICE OWNERSHIP AND EXPECTATION OF PRIVACY**

Our Lady of Peace retains sole right of possession of all iPads and Chromebook Devices. The Chromebook Devices are lent to the students for educational purposes only during the academic school year.

Students have NO expectation of confidentiality or privacy with respect to any usage of a Device, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Students are prohibited from using non-school related email or communications on all OLP technology assets. The school may, without notice or additional consent, log, supervise, access, view, monitor, and record use of student Devices (including reviewing files, browsing history, and other materials) at any time for any reason related to the operation of the school or for any purpose that furthers the interest of the school. By using the Devices, students agree to such access, monitoring, and/or recording of their use. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

### **THE TECHNOLOGY PARTNERSHIP**

In order for technology to be utilized properly, Our Lady of Peace School must enter into a three-way partnership with both the parents/guardians and the students. Everyone must maintain their separate responsibilities to sustain a safe technologically rich learning environment.

### **Our Lady of Peace Partnership Responsibilities**

## 1. **G Suite for Education**

One of the primary tools students will be using is the “G Suite for Education” which consists of many apps providing the ability to create documents, presentations, spreadsheets, use email, and store their work in the cloud using Google Drive.

All students are issued an OLP account to be used *solely* for educational purposes. These accounts can be accessed in class, at home, or anywhere there is an internet connection. G Suite for Education helps students and teachers create, collaborate, communicate, and use critical thinking skills. Using Google Classroom, teachers can assign, collect, and provide student feedback electronically.

All students will receive an Our Lady of Peace G Suite for Education account. This will include a user name and password. Students are not to change this information or share this information with other students.

At school, students can use this information to log into their accounts on school iPads, laptops, Chromebook Devices, or in the computer lab.

Student use of G Suite for Education will be monitored at school by OLP faculty and staff using a Web Filter Program.

Access to and use of the G Suite for Education account is considered a privilege. Our Lady of Peace maintains the right to withdraw access and use of this service when there is reason to believe that violations of the Technology Policy have occurred.

Privacy and Security information provided by Google for Education is available online at <https://edu.google.com/trust/>.

## 2. **Online Protection**

Our Lady of Peace utilizes an Internet Filter Program to ensure our students’ online experience is safe. Before each Device connects to the Internet, it must pass through the OLP network firewalls and filters. This happens whether the device is browsing on campus on school-owned networks, or off campus using another WiFi router that is providing the Internet connection. Because of security settings built into the Device, it must first route through our security content filter settings before any website or online resource is accessible. Regardless if the Device is being used at school, at home or at a public library, it will always pass through our web filtering and network firewall system before the student can see or access web content. Our web filters are programmed to block inappropriate content as much as possible. For additional information specific to the Google Security and Privacy, please visit [https://edu.google.com/k-12-solutions/privacy-security/?modal\\_active=none](https://edu.google.com/k-12-solutions/privacy-security/?modal_active=none).

### 3. **Federal Policy**

Technology use at Our Lady of Peace is also governed by Federal laws. Specifically, OLP's Internet filter is in compliance with the federally mandated Children's Internet Protection Act (CIPA). Further, OLP is in compliance with the Children's Online Privacy Protection Act (COPPA). COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Our Lady of Peace School's presence in G Suite for Education. No personal student information is collected for commercial purpose.

### 4. **Student Training**

As a student enters Fourth grade or if a new student transfers into OLP, they will participate in a series of activities to help them become acclimated with the Chromebook Device and the transition from the iPad to the Google Chromebook Device.

Additionally, every year the students will receive Internet Safety and Digital Citizenship instruction.

## **Parent/Guardian Partnership Responsibilities**

### 1. **Online Safety**

Due to the Internet Filter Program utilized by Our Lady of Peace, your child's Device will always pass through our web filtering and network firewall system before they can see or access web content. While our web filters are programmed to block inappropriate content, it is simply impossible to block *all* content deemed inappropriate. We ask that all parents/guardians help us keep our students safe by monitoring their child's use of their Device at home. It is best practice to encourage your child to use technology in a public area of your home. This may help your child to stay on task and out of cyber-trouble. Additionally, review your child's browsing history at home. Our Lady of Peace cannot be held legally liable for any damages relating to student misuse (as defined by DOJ policy) of any OLP technology assets including those outside of school.

### 2. **At Home Device Prep**

Your child is required to fully charge his/her Device *at home* each and every night. Chargers will not be provided at school nor should your child bring their charger to school. Reminding your child of this responsibility will ensure that they are prepared for class each and every day.

### 3. **Educational Purposes**

It is important to remember that your child's Device is for *educational purposes only*. The rules that apply to your child's technology use while at OLP should also be enforced to their technology use at home. Misuse of Our Lady of Peace's Technology Policy either at school OR at home will result in discipline.

## **Student Partnership Responsibilities**

### **1. Digital Citizenship**

While working in a digital and collaborative environment, students must always conduct themselves as good digital citizens by adhering to the following:

*Respect Yourself.* Show respect for yourself through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that you post online. Carefully consider what personal information about your life, experiences, or relationships you post. Do not be obscene and act with integrity.

*Protect Yourself.* Ensure that the information, images, and materials you post online will not put you at risk. Do not publish personal details, contact details, or a schedule of your activities. Report any attacks or inappropriate behavior directed at you while online. Protect passwords, accounts, and resources.

*Respect Others.* Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people. Show respect for other people in your choice of websites. Do not visit sites that are degrading to others, pornographic, racist, or inappropriate. Do not enter other people's private spaces or areas. Do not take pictures or videos of students or staff without their prior consent.

*Protect Others.* Protect others by reporting abuse and by not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

*Respect Intellectual Property.* Request permission to use copyrighted or otherwise protected materials. Suitably cite all use of websites, books, media, etc. Acknowledge all primary sources. Validate information. Use and abide by the fair use rules.

*Protect Intellectual Property.* Request to use the software and media others produce. Purchase, license, and register all software or use available free and open source alternatives rather than pirating software. Purchase music and media and refrain from distributing these in a manner that violates their licenses.

For additional information specific to the digital citizenship, please visit <https://www.common sense media.org/parent-concerns>.

## 2. Handling the Device

Students are responsible for the general care of the Chromebook Device issued by Our Lady of Peace School.

### General Care

- Never lift or move the Chromebook Device by holding the screen. Use two hands to pick it up by the base.
- Refrain from carrying the Chromebook Device with the screen open.
- Refrain from placing anything on top of a closed Chromebook Device, especially when carrying your things.
- When opening the Chromebook Device, make sure it is stable on a flat surface such as a table or desk.
- Check to be sure your power cords are not creating a tripping hazard.
- When transporting the Chromebook Device, always keep it closed and protected inside the carrying case. Never wedge the Device inside a book bag because this may crack or break the screen or hinges.
- Do not expose the Chromebook Device to extreme temperatures for extended period of time such as leaving the device inside the car overnight.
- Do not decorate the Device or case with stickers, drawings, labels, or related materials.

### Charging Your Device

- Fully charge your device each night before you come to school.
- Determine a consistent place to charge your device at home.
- Insert all cords, cables, or other devices carefully. Be sure you use the correct ports.
- When charging, be sure to place the Chromebook Device in an area that will prevent people from tripping from the power cord. This could injure the person and/or damage the Chromebook Device.
- Be aware of switch outlets at home, turning out the lights may prevent getting a full charge.

### Screen Care

- The Chromebook Device screen can be damaged if subject to rough treatment. Students should refrain from placing heavy textbooks or any item which would put pressure on the screen.
- Do not place anything in the carrying case other than the actual device.
- When closing the Chromebook Device, please make sure there is nothing resting on the keyboard such as a pen or pencil.

- You may clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid on the device. If it gets very dirty bring it to your teacher's attention.
- Do not poke the screen with anything that will mark or scratch the service.

### **Security**

- Do not leave the Device in an unsupervised area such as the school grounds, gym, bathroom, hallway, or any other entity that is not secure or supervised.
- During extra-curricular events or activities, students should make appropriate arrangements with their coach or staff member.

### **3. At Home Device Prep**

Remember to fully charge your Chromebook Device at home each and every night. You will not be allowed to charge your device at school. Make sure you bring your Chromebook Device to school each and every day in its assigned carrying case. Failure to bring your Device to school or failure to charge your device at home will be deemed as being unprepared for class.

## **LOGISTICS**

### **Updating the device**

All Chromebook Devices are supplied with the latest build of the Google Chrome Operating System (OS). The Chrome Operating System will automatically install updates in the background and will make the latest version available when the Device is shut down and restarted.

### **Home Use**

The Chromebook Device will be issued to the student at the beginning of the school year and will be returned at the end of the school year. Returning devices on behalf of other students is prohibited. The student or student's parent/guardian can return the device to the school office or technology coordinator. The student is responsible for the device while at school and at home.

### **Printing materials from the Chromebook Device**

At this time, printing from the Device while at school will not be allowed as we are trying to encourage the use of sharing documents electronically between the students and teacher. Students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. Please visit <http://google.com/cloudprint> for more information.

### **Chromebook Device Identification**

All the Chromebook Devices are the same, so they look very much alike. However, each Chromebook Device will be tagged with a sticker including the student's name and ID number. Additionally, school asset tags with barcodes will be on each device along with a serial number. Students should keep the asset tags in place and not tamper with their appearance. If any identifying labels peel or become damaged, please alert a teacher so that it can be replaced. Adding custom stickers or other markings to the device is strictly forbidden.

### **Failure to Charge Chromebook Device at Home**

All students must charge their Chromebook Devices nightly at home and bring them to school fully charged. Students who do not bring a charged Chromebook Device to school will be deemed unprepared for class and will not be issued a loaner Device.

### **Failure to Bring Chromebook Device to School**

Students are expected to bring their fully charged Chromebook Device to school daily in its protective case without the Device charger. Students who do not bring their Chromebook Device to school will be deemed unprepared for class and will not be issued a loaner Device.

### **Downloading Apps and Web History**

Our Lady of Peace will control the deployment of all applications. Students will not be able to download their own apps or extensions to the Chromebook. Students shall not try to circumvent these safeguards.

Students may not modify the operating system or configure or install proxy services.

The Chromebook Device is the property of OLP. OLP reserves the right to check the student's browser history at any time. Students are prohibited from tampering with or erasing any part of their web/browsing history.

## **REPAIR AND SERVICE**

Accidents can happen. For this reason, Our Lady of Peace has partnered with the manufacturer to service our Devices as needed. The student is responsible for maintaining a 100% working Chromebook Device at all times.

### **Accidental Damage Service**

Our Lady of Peace has secured Accidental Damage Service (ADS) coverage for your Chromebook Device for the academic school year. ADS covers the following components:

- Electrical surges and cracked screens

- Liquid spills
- Accidental drops and falls
- Keyboard repairs

### **Cost of Repair**

If it is determined by the manufacturer that a Device was damaged due to intentional neglect, the family will be responsible for 100% of the cost of repair or replacement of the Chromebook Device.

Regular wear and accidental damage is covered as follows under the ADS:

- First Repair during academic school year – 100% covered by ADS
- All Subsequent Repairs during academic school year – cost of repair or replacement will be determined by manufacturer and passed directly on to the student’s parents/guardians.

### **Process for Repair**

In the event that the Chromebook Device needs repair, the process is as follows:

1. Student immediately informs and provides the device to their homeroom teacher.
2. The student will be issued a loaner Device to use temporarily while the original device is serviced.
3. OLP will contact the manufacturer and submit the Device to them for repair under the ADS. The first time the Device is repaired, so long as it is not as a result of negligence, it will be immediately returned to the student and the student shall immediately surrender his/her loaner Device.
4. If the Device is damaged due to negligence or it is not the first time the Device is damaged, parents/guardians will be responsible for the cost of the repair.
  - Once the cost of the repair/replacement is determined, the student’s parents/guardians will have thirty (30) days to pay the cost in the school office. Once the cost is paid in full the serviced Device will be returned to the student and the student shall surrender his/her loaner Device.
  - Failure to pay the cost of repair/replacement within the thirty (30) days will result in the student immediately surrendering his/her loaner Device to the school and the repaired Device will not be returned to the student until the cost is paid in full.
5. If negligence continues, it is the right of OLP to terminate the student’s privileges to use a Chromebook Device.

### **Note**

- Lost or stolen Device replacement costs are the full responsibility of the student's parents/guardians. Any attempt to repair/replace the Device without following the above procedure will nullify the ADS policy and the family will be invoiced the full replacement cost of the Device. OLP reserves the right to change these terms and conditions at any time without prior notice.

**DIOCESE OF JOLIET**  
**ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET**  
**Grades K - 3, \***  
**Including Summer Programs**

*As a part of my schoolwork, my school gives me the use of devices and technology resources for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:*

1. I will use technology to do school work, as explained to me by my teacher and not for *any other* reason.
2. I will use the Internet *only* in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will *not* put on any device my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without permission.
6. I will not play games or use other resources that a teacher has not approved.
7. I will be polite and considerate when I use devices. I will not use them to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the technology to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or gender.
10. I will not damage the device or anyone else's work.
11. I will not break copy or take credit for anyone else's work including any source on the Internet.
12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. *If the problem is an inappropriate image I will turn off the screen or cover it and then seek help.*
13. I will not block or interfere with school or school system communications.
14. My technology use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.
15. I know that the conduct that is forbidden in school is also forbidden when I use devices outside of school.

**DIOCESE OF JOLIET**  
**ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET**  
**GRADE 4-8\***  
**(including Summer School)**

I understand that Our Lady of Peace Catholic School, hereinafter (the" School") provides electronic resources, including Internet access and storage space for student work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

1. I will use the electronic resources, including storage space, only for educational purposes related to work in School and not for any personal, commercial or illegal purposes.
2. I will use the Internet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to any sites without expressed teacher permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, bully or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene or offensive.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I understand that my use of technology resources is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to loss of privileges including internet access and/or other disciplinary measures.
10. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of interfering with the educational process as decided by school administration, and that such off-campus violations may lead to disciplinary measures.

## **Addendum for Personally Owned Devices**

I understand that the School allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school resources apply to my use of my own device on school property and that rule 10 above applies to my use of my device off school property.
2. I will not take photos or record video of any student, teacher or administrator without the expressed permission of my teacher or school administrator.
3. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.
4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
5. I understand that the school is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured.

## DIOCESE OF JOLIET - CATHOLIC SCHOOLS OFFICE

### 6745 SOCIAL MEDIA POLICY

The Catholic Schools Office recognizes that the use of social media is being used in a variety of methods as an important evangelizing, educational and marketing tool to promote school and ministerial programs. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the school, parish, the Diocese of Joliet, its reputation and its employees. In light of this possibility employees and volunteers are required to adhere to the following policy regarding the use of social media sites, networks and blogs.

This Social Media Policy (the "policy") applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by the diocese, local school or local parish or hosted on other platforms (such as Facebook), on which employees/ volunteers of the school /parish engage in activities relating to the school, parish or diocese. The term "social media" refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image- and video-sharing sites, live webcasting and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

#### General Guidelines

- ***Be selective*** -due to the availability of a variety digital tools, be selective in the type of medium for your message - a blog or social network might not be the right place for messages intended only for a small group.
- ***Be responsible*** - social media are individual interactions, not official diocesan/parish/school communications. All employees and volunteers at the parish/school are personally responsible for their posts. Official statements of policy may only be made by the Superintendent/ Pastor/ Principal or designee. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. In the event you identify yourself as,( or is manifestly understood to be) an employee of the local school, parish or diocese on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in

a reasonably prominent place on the site:

**"The views expressed on this site are mine alone and do not necessarily reflect the views of my employer, or the Diocese of Joliet."**

- ***Identify yourself*** - authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.
- ***Honor the privacy of others*** - do not publish the personal information of others without their permission or, in the case of minors, written permission of their parents. All guidelines for the Protection of Children as outlined in all agreements and policies are to be followed.
- ***Be respectful*** - if you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.
- ***Comply to-*** all guidelines of the Employee/Staff Acceptable Use Agreement and all aspects of the Safe Environment Policy of the Diocese of Joliet.

## **Specific Policies**

### **1. *Use of Official Name and Logo.***

Any use of the parish/school name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos will be made to the Pastor/Principal or designee. Any uses in existence at the time of adoption of this policy are not grandfathered and would be authorized pursuant to this policy. Permission to use the name or logo of the parish or school may be revoked at any time.

**2. *Duties of Moderators.*** Moderators of **official** parish/school social media are responsible for ensuring compliance with this policy statement. If there is official parish/school social media, there will be an employee /volunteer of the parish/school designated as the moderator. All content, comment and blog response areas must be moderated. Those responsible for such areas must review and approve comments prior to posting, and should not post any comments that do not meet our standards for civility, misrepresent the position of the Church or diocese/ parish/school , or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic. Anonymous comments will not be permitted. All moderation functions reserve the right to ban repeat offenders. Moderators who permit users to post materials such as documents or

photographs will make clear to users that the site will not archive those materials and will delete e them after a published period of time (typically 12 months, except in cases where a project needs to be preserved for a longer period of time). Moderators must provide login in access to social media to pastor/principal.

3. ***Prudent Judgment.***

A. **Personal Use - Possible Negative Impact.** Even when engaging in social media for personal use, the comments of employees or volunteers of the parish/school may be viewed as a reflection on diocese/parish/school. Users will use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm children, the interests of the diocese/parish/school or be subject to question as inappropriate by parents or school/parish administration.

**B. Contact with Students**

Employees and volunteers of the School cannot engage with current and prospective students on social media sites unless the site is school-sanctioned. Also knowingly interacting with students on a third-party social media page (such as a fan page for a local sports team) is prohibited.

Caution and prudence should be used if there are communications with students who are 18 and have graduated.

The School will strictly limit friendly/engagement with parents to only school-sanctioned sites.

4. ***Copyright Laws.***

Anyone who submits content must comply fully with copyright law. Any posting of materials to official parish/school social media must adhere to all copyright laws. Images and other materials from the parish or school websites will not be copied and uploaded to other forums without the prior written consent of the Pastor/Principal or designee.

5. ***Privacy.*** All users of social media within parish and school communities will take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, photo, phone number, address or email address) will not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels will be utilized.

6. ***Minors.*** Public social media maintained by the parish/school are not intended for the use

of children under the age of 13. Any site operated by parish/school that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

7. ***Enforcement.*** Any use of social media that does not comply with this policy should be brought to the attention of the appropriate party: the Pastor or the Principal or designee immediately. Failure to follow the social medial policy may result in the loss of privileges and/or disciplinary action, up to and including termination, for an employee or removal from position, if a volunteer. This policy may be updated and modified at any time at the sole discretion of the Diocese of Joliet Catholic Schools Office in light of changing circumstances and events.

## DIOCESE OF JOLIET CATHOLIC SCHOOLS OFFICE

### STUDENT AGREEMENT FOR INTERNET ACCESS AND RELATED TECHNOLOGY USE

The Catholic Schools Office of the Diocese of Joliet and Our Lady of Peace Catholic School, hereinafter (the "School"), support the use of technology in the instructional program through internet capable devices, digital equipment, and electronic communication and associated technology services collectively referred to as ("**Technology Resources**") as a means to facilitate learning and teaching in a digital world.

#### DEFINITIONS:

**User** includes anyone, including employees, students and guests using the School's Technology Resources, including but not limited to devices, wired or wireless network, Internet, email, and other forms of technology services and products.

**Network** is any and all wired and wireless technology networks, cellular networks, commercial, community, or homebased wireless networks accessible to students.

**Equipment** refers to computers, notebooks, tablets, cellular phones, smartphone devices, iPads, kindles, e readers, as well as portable storage devices.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, moral and ethical decision-making and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School. The School recognizes that students have widespread access to both technology and the internet, therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Agreement (AUA),

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

#### TERMS AND CONDITIONS

##### 1. **Acceptable Use**

The Diocese and School will make reasonable efforts to ensure that all Technology Resources are used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

##### **Responsibility**

School administrators, teachers, staff, and volunteers work together to help students cultivate and manage their digital identity and reputation and online social interactions **in** ways that promote Catholic values and that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as **primary educators** of their children and the need for them to be involved in instructing and monitoring their children as to what material is and is not acceptable for access and communication at home when in possession of a school owned device.

The students, teachers and staff have the responsibility to respect and protect the rights of

all digital users in School and on the Internet

The School Administration or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. **Code of Conduct**

Expectations for conduct Grades Pre-K-3, and 4-8 are defined with the expectation for age appropriate behavior when using technology resources.

3. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, or unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication should immediately bring this to the attention of a teacher or administrator.

4. **Internet Filtering/CIPA**

The school will use technology protection measures in compliance with the **Children's Internet Protection Act** (CIPA) to protect minors and all users.

5. **Privacy**

The user does not have any right of privacy or ownership whatsoever regarding their use of the School's property, network, Internet access or files including email and all school provided accounts.

Consequently, all communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network to access, review, copy and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to use of personal devices as well as school owned equipment.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

6. **Consequences for Inappropriate Use**

The School network user shall be responsible for damages due to the misuse of technology equipment, systems, and software.

Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

7. **Web Pages**

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

8. **Personal Electronic or Cellular Devices**

Students may not carry personally **owned devices** with them during school hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, MP3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other mobile devices.

9. **Indemnification**

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

10 **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

11 **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

