

Our Lady of Peace School

2018-2019

Parent/Student Handbook



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Changes from Last Year are Highlighted in Yellow.

The principal of Our Lady of Peace School is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

Our Lady of Peace School

Our Mission

Our mission is to educate our children to embody Catholic values and beliefs while establishing a strong foundation for lifelong learning.

Our Beliefs

- Our school has a culture infused with gospel values that prepares students for life and work.
- Teachers hold high expectations for student learning and use different approaches to meet the diverse needs of the students.
- Teachers help students think critically and ethically about our world.
- Our school provides opportunities for students to participate in service learning activities for social justice.

A Special Message To Parents

The administration, staff, students, and parish of Our Lady of Peace welcome you to the 2018-2019 school year. We hope that this educational environment chosen by you for your child provides an opportunity for spiritual and academic growth in a religious, caring and supportive atmosphere. We invite you to participate in the many opportunities both within the school and the parish that promote and foster school, parish and home collaboration.

This handbook has been prepared as a reference for families and staff. Its purpose is to clarify policies and practices that govern the operation of the school. The policies of Our Lady of Peace School are based on the policies and regulations of the Office of Catholic Schools, Diocese of Columbus. Please take the time to read it carefully. Ask questions on any information that is not

clear. We ask that parents and school work together to provide a quality Catholic education for the children of this parish.

We ask God to continue to guide us on this mission of Catholic education. May His presence be a constant in our lives and in our work.

Parent/Student Agreement To Comply With School Policies

A student is required to know all of the information, policies, and regulations. These policies will be reviewed at the school, and parents are strongly encouraged to review this information with their children.

Acceptance of admission/enrollment to Our Lady of Peace School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the School Advisory Board or the administration. A statement indicating agreement by students and families must be signed by the fifth day of school.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

RIGHT TO A CATHOLIC EDUCATION

Catholic schools exist to collaborate with parents and guardians to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s) or guardian(s) who seek the religiously oriented education which Catholic schools can provide.

Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability in the administration of its educational programs and extra-curricular activities.

Recognizing the unique role of the Catholic school as an agency to carrying out the education mission of the Church, Catholic schools are designed for Catholic students whose parents express and support this environment. However, the diocese encourages students to welcome students of other faith traditions. Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who in their opinion seeks to enroll for the purpose of circumventing law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor to leave the school.

ACADEMICS

Standardized Testing

The *Terra Nova Test* and the *In View Test* will be administered in October for grades 3 - 8. The format of the test includes multiple assessments such as: multiple choice, short answer and extended written responses.

Students in grades 1-8 will take the STAR test in math and English multiple times during the year for a look at growth within a school year and to diagnose areas of strength and weakness.

Some students are required to take testing administered by the State of Ohio. Parents will be notified of those requirements and dates.

Standards Based Grading

The Diocese of Columbus has moved to Standards Based Grading for the 2017-18 school year for all Elementary Schools in the Diocese in grades K-8. (Algebra, because it is a high school class, will be continue to be graded in the traditional manner.)

Columbus Diocese Principles of Standard-Based Grading

WE BELIEVE

- The primary purpose of report cards is to communicate to the student and parent what a student knows and is able to do based on the Diocesan Course of Study.
- The primary purpose of assessment and evaluation is to improve student learning.
- Grades should be accurate, meaningful, consistent, and supportive of learning.
- Grading and reporting are systems to support student learning at high levels.
- Grading must include enough information so teachers and parents can provide the appropriate amount of support for the student.
- The most accurate reporting systems are those that separate academic achievement from behavior reporting.

- Students deserve multiple opportunities to demonstrate what they know and can do after learning.
- Good reporting is based on good evidence from a variety of sources.
- Learning is a process and where students finish is more important than where students start or how long it takes them to get there.

E (+) Exceeds the Essential Standard

The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level.

The student independently synthesizes information and makes connections between concepts to apply the knowledge in new and unique ways or to apply the concepts to solve real world problems. An “E” can be earned at any time throughout the school year.

Teachers must give opportunities to all students to demonstrate this level of performance. Students should be strongly encouraged to try to complete “exceeds” questions. One suggestion is to embed the questions, not separate them out and label them “Extra Credit” or “Bonus”.

In addition, some foundational skills may not have an “Exceeds.” For example, once a student knows all the letters of the alphabet, there are no ways to demonstrate “exceeding” this standard.

Bike example – person demonstrates the ability to do flips and tricks while riding a bike.

M (Check) Met the Essential Standard

The student has consistently mastered the essential standard taught and assessed.

A student earning an “M” demonstrates a consistent understanding of grade level expectations and concepts when assessed.

A student earning an “M” demonstrates content knowledge and skills by consistently demonstrating achievement of all the indicators that are linked to the essential standard.

An “M” can be earned at any time throughout the school year and indicates strong, excellent work at the grade level. The “M” is the goal for the grade level and should be celebrated.

Bike example – person competently rides the bike without support.

W Working Toward Meeting the Essential Standard

The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.

A student earning a “W” has not yet met the essential standard but is progressing toward achieving the grade-level concepts and/or skills OR has been inconsistent in his/her demonstration of achievement of the indicator standards. The “W” is an indication of a student learning the grade-level concepts and skills.

Bike example – person frequently falls and needs an adult support. The person continues to extend the time he/she is independently riding.

N Not Meeting the Essential Standard

Student has not demonstrated mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or are working below grade-level.

A student earning an “N” demonstrates a very limited amount of knowledge or skill as it relates to the essential standard. In most cases, the student is still learning previous grade-level concepts and skills. The difference between a “W” and an “N” is in the grade level of the concept or skill that the student is working on. If a student is working on the grade-level essential standard but hasn’t met it yet, he/she would receive a “W”. However, if the student is working on previous grade-level standards, he/she would receive an “N”.

Bike example – person is riding a bike with training wheels or has just sat on the bike.

INS Insufficient Evidence

There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort.

There should be corresponding documentation on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.

***Modification**

Only for those students whose curriculum content area and standards have been modified based on Services Plan/IEP Goals. This does not apply to students who only have accommodations.

Grading Policy

Every assessment that your student takes will be indicating to you and to the teacher your child’s degree of mastery of one or more of the Diocesan standards. Teachers can and will be able to grade assignments with averages (numbers) so that you and your child can clearly see what is mastered and un-mastered, correct and incorrect.

Once a teacher feels that a student or the class is ready then the teacher will assess your student with a capstone assessment.

Capstone

A capstone assessment will be the test, paper, or project by which the student will be judged for the quarter on a particular standard or standards. This can be compared to the final exam in high school or college. It is a summative assessment for the quarter. Other assignments will be either be diagnostic or formative. Teachers will indicate to parents and students where grade appropriate which type of assessment is taking place.

Homework, tests, quizzes, papers, projects, classwork will still be graded, corrected, revised etc. These are all, in effect, practice for the capstone. But the final grade for the quarter will **not** be an average of all the student’s work. The student must show his or her degree of mastery of the standard being graded to receive a certain mark on the report card.

Although grades will primarily be based on the capstone assessment, teachers may use their discretion at looking at the cumulative work of a student throughout the entire quarter as a basis for determining the grade. This might be the case if a student did poorly on the capstone assessment but the teacher sees evidence that the student's performance on the capstone is not reflective of his or her mastery.

Communicating Progress on Daily Work and Tests

Grading and marking practices should be reflective of student learning and should communicate clearly what knowledge, skills and understandings a student has achieved, as well as where that student needs further support. Marks are the symbols given on individual assessments that are returned to students. Grades are the symbols that are used on the report card. Assignments designed to give information about student learning (information that teachers can use to design instruction and students can use to improve performance) should be marked to give a clear indication of what a student knows and can do and should include feedback to the student for improvement. Within this scope, a teacher has many choices on how to mark daily work, class assignments, etc. Kindergarten and 1st grade teachers oftentimes use stickers and some teachers just give descriptive feedback with no marks. Sometimes teachers use something different based on the type of work (projects, formative assessment, summative). However, it is very important that feedback is included on formative assessments to facilitate student improvement. It is not necessary that every teacher in the Diocese use the same marks; however, it is important for the teacher to communicate to parents the meaning of the marks.

Other examples include:

- □, + or –
- Fractions such as 8/10
- Percentages ONLY when one skill or indicator is being assessed
- Rubrics- excellent tools for assessing and marking student work.
- 4-3-2-1 (Exceeding, Meeting, Working toward, Not Yet)

Reporting to Parents

A report of pupil progress is given at the end of each quarter (4 times a year) in grades kindergarten through 8. The dates that report cards are available on-line are published on the SchoolSpeak calendar. Parents may request a paper copy of the report card by contacting the office.

It is essential that students return work to students in a timely fashion and communicate said return to parents for all capstone assessments (summative) and as many formative assessments as possible. Results can be published online as well as through our new assessment program, **Mastery Connect**. Parents have the right to ask for a copy of the corrected assessment by contacting the teacher.

Teachers must report progress to parents minimally once every two weeks by publishing their grade book on-line, using Mastery Connect reports sent home electronically or by returning assessments by hand. No parent should be in the dark about the progress of their student, but the parent must assume responsibility by regularly checking student book bags and reading on-line communication from the teacher and school.

All parents are invited to schedule conferences in the fall and winter. Parents should email

their child's teacher to initiate a conference at any time that there is a concern.

Homework as it Impacts Grading

Homework is valuable time for the student and parent to assess a student on his or her mastery of the standards.

Incomplete or missing homework, while not counting on the report card, will result in a Life Skills report being sent home according to the policy of the teacher.

Life Skills reports will also be given for disciplinary reasons.

Recognition of Student Achievement

Summa cum Laude Honors:

Students in grades 6-8 will be eligible for Summa Cum Laude Honors if:

- 1) Student receives an "Exceeds Standards" E in at least one standard of two different subjects. If a student receives two E's in Math, but none in any other subjects then he or she is not eligible and
- 2) Student receives "Meets Standards" (M) in all standards in all subjects and
- 3) Student receives no life skill reports during the quarter.

High Honors:

Students in grades 6-8 will be eligible for High Honors if:

- 1) Student receives "Meets" (M) or "Exceeds Standards" (E) in all subjects in all standards but does not receive "Exceeds Standards" in two subject areas and
- 2) Student receives no life skills reports during the quarter.

Honor Roll:

Students in grades 6-8 will be eligible for Honor Roll if:

- 1) Student is not eligible for Summa Cum Laude or High Honors and
- 2) Student receives no more than three "Working towards the Standard" (W) under any standards and
- 3) Student receives no "Does Not Meet the Standard" (N) under any standards and
- 4) Student receives no life skills report during the quarter.

Effort Roll:

Students in grades 6-8 will be eligible for Effort Roll in quarters 2,3 & 4 if:

- 1) Student does not meet any of the above criteria, but the teacher(s) feel that the student has made significant improvement from the previous quarter.
- 2) Student receives no life skills report during the quarter.

Students will be recognized in front of the school each quarter for achievement.

Access to Student Records

No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

Those who are permitted to view an individual student's records are

1. school personnel;
2. parent(s)/guardian(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parents(s)/guardians(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file.

All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

Homework

The four major purposes of homework are:

1. An extension of class work - to practice and reinforce skills or concepts introduced in the classroom.
2. A preparation for class work - to prepare for in-class discussion or experiments; students are often asked to read or study materials.
3. An enrichment - to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression.
4. A basis for developing responsibility - to encourage self-discipline, to establish good study habits, and to motivate students to want to learn more.

Homework assignments should be available on a regular basis on SchoolSpeak.

Homework assignments may include memorization, practice exercises, outside reading, research, art projects, or family activities.

Homework is the responsibility not only of the student, but also of the parents. Parents are not expected to do the work for the student, but their guidance and support are needed to see that the student has enough time and a suitable environment in which to do assignments. It is helpful to check on homework on a regular basis to encourage quality work and provide the parent with information regarding curriculum areas.

If a student repeatedly tells parents that he/she has no homework to do, it would be advisable for the parents to check with the teacher. Parental interest, encouragement, and cooperation will surely help the student to feel successful and proud of his/her completed assignments. It would be ideal on school nights for students to begin the habit of scheduling a study time whether or not there is assigned homework.

Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about "too much" or

“too little” homework should contact the teacher(s) involved.

If failure to complete homework becomes a chronic problem, parents may be contacted by the teacher to plan additional intervention (i.e. contracts, parent signing homework pad, etc.). Chronic problems in completing homework may be perceived and treated as an academic and/or behavior problem.

Admission Guidelines to Catholic Schools:

(Diocesan Regulation 5119.1)

To assist Catholic school administrators in selecting students the following principles and priorities regarding school admissions are outlined:

I. PRINCIPLES

A. The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students should not apply unless they desire and intend to participate as fully as possible in the religious program of the school. If Catholic schools should accept transfer of students from public schools either to avoid inconvenience, e.g., that of busing to other neighborhood schools or to magnet schools, or to avoid integration itself, they would violate their own principles and damage community efforts to foster the common good of our city, state and nation.

B. Catholic schools should emphasize the broadening and enrichment educational opportunities afforded in culturally and racially mixed school situations.

C. Catholic schools should continue and, where needed, intensify their efforts to recruit teachers and enroll students to achieve integration while maintaining the Catholic character of the school.

D. Catholic schools must not become havens for those trying to escape integrated public schools.

E. Schools recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnic origin to all its rights, privileges, programs, and activities. In addition the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs, athletics/extra curricular activities.

II. PRIORITIES FOR ELEMENTARY SCHOOLS

A. In the admission of students to elementary schools, the recommended order or priority shall be as follows:

1. Sponsoring Parish families
 - a. Children from families with children already enrolled
 - b. Children now reaching school age
 - c. Children from families newly moved into the parish whose children have been in Catholic schools where such were available.
2. Children from non-parish Catholic families with students already enrolled in the school.
3. Transfer students from other Catholic schools:

- a. From parish schools that are closing
 - b. From parishes not offering full programs, K-8
4. Children of other parishes may be admitted, if on the basis of a personal interview, the pastor or his designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.
 5. Other student transfers (children of another faith) may be admitted if, on the basis of a personal interview, the pastor or his designated authority judges the intent and motivation to be in accord with the highest ideals of Catholic education.
 6. Parish school administrators are authorized to waive these priorities in favor of furthering racial integration.

Procedures for Transfer Students

A transfer student entering into the first grade must have attended kindergarten previously.

Students transferring for placement in grades 1-8 must make an appointment through the school office, for a school observation and academic assessment. This observation is for the mutual benefit of the school and the prospective student and his family. The family will be asked to fill out a questionnaire, provide references and disclose any discipline or academic reports from the child's previous school(s). The student will be asked to spend up to the entire day so that the school staff can evaluate whether the placement the student is seeking is actually appropriate according to our school standards. A probationary period of one quarter will follow placement.

Child Custody

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to a pupil.

Our Lady of Peace School Guidelines for Admission:

Annual Registration

General registration will begin for new families beginning at our annual Open House in November. Registration will be considered complete after all required documents and registration fee are received. A \$100 registration fee is required which is non-refundable.

Registration Materials

The following information is required at the time of registration:

- Birth certificate (copy only)
- Baptismal certificate (if Catholic) (copy only)
- Recent report card for students entering grades 1-8
- Custody papers if parents are separated or divorced
- Questionnaire completed

Registration Ranking

Registrations for admission will be ranked according to the following priorities:

- Children from families already with a signed letter of intent for enrollment in the

subsequent school year.

- Length of membership in the parish
- Regular contributions to the church
- Contributions to parish fund raising drives
- Involvement in the parish and school
- Other priorities, such as transfers, addressed in Diocesan Regulation 5119.1

Waiting List

If the number of applicants exceeds the number of class openings, a waiting list will be established. Following registration, positions on the waiting list will be assigned using the same ranking criteria stated above.

ALLERGIES

Our Lady of Peace School strives to provide a safe environment for students with life-threatening allergies. Parents should notify the school nurse and homeroom teacher of any life-threatening allergy on or before the first day of each school year or as soon as an allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign, and return an “Allergy Action Plan” specific to the student with life-threatening allergies. The school nurse will review all allergy information provided by the student’s parents and physician and share this information with the appropriate teachers and staff.

Parents will provide the school with the medications prescribed in the “Allergy Action Plan”. Medications will be kept in the nurse’s office or with the student as specific needs dictate.

The parents of a student with a life-threatening food allergy will provide a supply of “safe” snacks for use by their child. Parents of children with life-threatening allergies are responsible for notifying bus transportation providers with information regarding their child’s allergy. Teachers and staff will attend training annually regarding life-threatening allergies.

A “nut-free” table is available daily in the cafeteria for those students/parents who choose to make use of it.

ARRIVAL AND DISMISSAL

Students should not arrive to school before 7am and should leave for home promptly at 2:40 PM or when buses depart unless they are in the After- Care Program. The school day officially begins at 8:00. No student may stay after school unsupervised to wait for sports practice, club meeting, scouts, etc. without prior communication with the principal.

Students being driven to school should follow the drop off procedure described in the

handout/diagram on SchoolSpeak. Students being picked up after school should follow the pick-up procedures described in the handout/diagram also found on SchoolSpeak.

In the interest of safety, no ball playing will be permitted in the morning.

We will start the day as a school community in prayer promptly at 755am. This will be held in the parking lot during nice weather and in the gym at other times. Parents are welcome to join us for prayer at any time. In addition to prayer, we will do the Pledge of Allegiance, celebrate birthdays and make school wide announcements. We will end this short morning assembly with singing.

All parents or family members picking up students must be aware of and follow drop-off and pick-up procedures in order to maintain a safe environment.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop by the school bus driver.

ATTENDANCE – TARDINESS

Regular attendance is essential to a student's success in school. When a student is unable to attend school, parents *are required* to call in or email the office (olp@cducation.org) by 9:00 AM. Parents should give the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. Absence for more than two hours will be recorded, as a half-day's absence. If a student is absent from school for any reason for more than a total of 28 days, the student may not receive credit for that year at the discretion of the principal.

The following list of circumstances are the only recognized excuses for school absence:

- personal illness
- family illness
- death in the family
- religious holiday

In the event of an absence, the student is expected to make up any missed assignments. Generally, the school allows the same number of days to make up work that the student was absent. Within the limits of a student's maturity, it is his/her responsibility to obtain, complete, and return to the teacher any work missed due to absence. **The preferred method of obtaining missing assignments is to go on SchoolSpeak or email the teacher directly.** Parents may pick up daily assignments in the office between 2:30-3:00 PM. If you will be picking up your child's work, please notify the office in the morning. No classroom is open after 3:30 PM, Monday-Friday.

In the event that there is a planned absence (vacation, etc.), the parent is required to give advance notice to the school. Students are also to bring a written excuse upon return to school. This note is to explain the absence and must be dated and signed by the parent or guardian. The practice of taking students out of class for a prolonged trip is, of course, something that is beyond our control since such a practice is the decision of the parents of our students. We believe that regular attendance is an important part of our educational program because the lesson taught follows a

progressive course of studies. If you wish to take your child out of class for whatever reason, please do not ask for work to be given while the child is out. Good teaching demands that one change with the needs of the class, thus what a teacher has planned for a given week is not always accomplished. We will be happy to provide make-up work upon the return to school, but will not give work in advance of it being taught. A consistent problem with unexcused absences will call for disciplinary measures.

Tardiness

One of the purposes of education is to develop habits and patterns of behavior for life. In order to help the students form good habits of punctuality and courtesy, the following procedures are outlined.

School Tardiness

The school day begins at **7:55 AM**. The student must report to the school office to obtain a tardy slip before entering the classroom. The student will not be admitted to class without a tardy slip. Students arriving or leaving beyond two hours of tardiness will be recorded as a half-day's absent.

Excessive Tardiness

In many cases, tardiness is beyond the control of the student as they rely on parents and guardians to ensure that they arrive on time. Many students do not like arriving late as it puts them in a difficult spot of walking into class late after class has started.

Doctor and Dentist Appointments

Students are encouraged to make every effort to schedule doctor or dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

If a student has an appointment during school hours, a written note must be brought to the office in the morning. The note must indicate the person who will be meeting the student. This person must meet the student in the school office and sign the student checkout sheet. Students and their parent/chaperone must again report to the office upon returning to the building. If the appointment is before the student comes to school, notification of this late arrival is requested the day before.

AUXILIARY SERVICES

Through Auxiliary Service Funding, Our Lady of Peace School provides a supportive reading/math program, speech/language therapy, **school psychologist** and school nurse services. All of the programs are available to students in grades K-8. Requests for these services may originate with the parents, teacher, and/or administrator, but must follow the due process required by the supervisory agency, Columbus City Schools.

BACKGROUND CHECKS

Our Lady of Peace requires that all volunteers complete a Civilian Criminal Background Check through the Ohio Bureau of Criminal Identification and Investigation by being fingerprinted electronically. We refer people to Fast Fingerprints www.fastfingerprint.com. Please use the Diocesan form found on our parish website. Results will be sent electronically to the Diocese of Columbus and then to Our Lady of Peace.

BAND

Students interested in band may begin participation in fifth grade. Students will miss one day of regular music class and in 6th-8th grade one study hall a week.

There is an additional fee of \$395 per year to take band and to rent or buy an instrument. This fee can be added to FACTS tuition. Band fees must be current within one month in order for the student to remain in the band program.

Mr. Mike Renzi, the Bishop Watterson Band teacher and Director, teaches the band classes.

BUS CONDUCT/SAFETY

Students are to ride home on their assigned route. While some districts will transport other students with an approved note, not all of them follow this procedure. It is best to contact the school office or talk with the bus driver directly to verify whether a child can ride home with another student. In the case of riding home with another student, a note with permission of the school administration is required. The public district providing transportation has final say on all bus related transportation.

Students riding school buses shall:

- Always obey and cooperate with the bus driver promptly and respectfully.
- Observe the school district's Code of Conduct on the bus.
- Turn in to the bus driver a medical emergency card within a reasonable time. Proper steps will be taken to collect, store and use emergency medical information cards for each student on the bus.
- Arrive at the bus stop 5-10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for the late students before or after school.
- Not behave at the bus stop in a manner which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must remain visible to the driver at all times.
- Wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from your seat to get off the bus.

- Go directly to an available or assigned seat. Do not stand. Students may not change seats without the driver's permission.
- Remain seated, keeping aisles and exits clear at all times.
- Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
- Talk quietly at all times. At railroad crossings there is to be NO talking.
- Not use profane language.
- Not eat, drink, spit or litter on the bus.
- Not throw or pass objects on, from, or into the bus.
- Carry on the bus only objects that can be held in their laps.
- Not bring animals, dangerous materials or objects onto the bus.
- Not damage the bus in any way. If you damage the bus you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
- Observe rules regarding radios, tape players, CD players and other electronic equipment. This equipment is restricted on all buses.

It is a privilege to ride the school bus. This service is provided to the students through the public school districts.

Discipline on the School Bus

Student behavior on the bus is critical to the safety of all passengers.

Upon referral by the bus driver for bad conduct the principal has the right to suspend the student from riding the bus for a period of time. In addition, school penalties may apply. We cannot prevent the School District from applying additional bus riding consequences including permanent dismissal from riding the bus.

CAFETERIA

The same general rules for behavior apply in the cafeteria as in the classroom.

- Students are to behave in line and keep their hands to themselves.
- Students are to observe good dining room standards at the table.
- Students are to report to the eating area to which they are assigned.
- Students may leave their table ONLY when excused and when all "trash" around their area has been properly cleaned.
- Students are to remain seated until dismissed by the teacher/staff member on duty.
- Conversation should be carried on with those at the same table and in a moderate tone.
- If a student spills something, he/she should clean it up. If it is too much for him/her, the student should report it to the adult on duty.
- Students should not go back to their classroom during lunch or recess time unless they have permission from a teacher.

****FOOD MAY NOT BE EATEN OR TAKEN OUT OF THE CAFETERIA AT ANY TIME.**

Parents, grandparents and siblings are welcome to come and eat with their children and may bring

in lunch for them. If they wish to be included in the lunch count please notify the school office by 9am.

No student will ever be denied a meal but excessive charges of \$50 accrued by a family will result in providing children with a simplified lunch until arrangements are made.

Lunch prices are as follows:

Daily Rate - Individual lunch (Students K - 8th) - \$3.25

Lunch Announcements and the Lunch menu are available on SchoolSpeak.

Parents are encouraged to order lunch on-line through SchoolSpeak. There is also an option to pay for lunch on-line through SchoolSpeak.

Cafeteria Volunteers

Parents are encouraged to volunteer to help in the cafeteria. Sign-up is available on SchoolSpeak. This counts toward the volunteer hours that every parent must commit to yearly.

The Health Department does not allow for small children or students to be in the kitchen during operating hours.

CANCELLATION OF SCHOOL

Please note that we close as a school only when the news announces that “Columbus Catholic Schools” are closed. There is no guarantee that we will close if Columbus Public closes. If we are open and the district that buses your child is closed then the bus will not make a run to Our Lady of Peace.

As always, it is your decision as a parent as to whether driving conditions from your home to school warrant keeping your child home.

We will make no announcement if we close. All of the stations have free apps that you can sign up for that will alert you by text if Columbus Catholic Schools are closed.

CHANGE OF ADDRESS/TELEPHONE/EMAIL

It is very important that every student maintain an up-to-date address and telephone number record at the school office and on SchoolSpeak. **Notify the school immediately if you have a change of address, email address, home telephone number, or cell phone number during the school year.**

CHILD CARE

Our Lady of Peace School offers a child care program to students. The daily hours of operation are Monday-Friday from 2:40-6:00 PM. Our Lady of Peace's Child Care Program follows the Our Lady of Peace School calendar and is open when school is in session. If school is canceled at the beginning of the day due to inclement weather, Child Care is closed. The staff will be present if school is dismissed early. Registration and rates can be obtained on SchoolSpeak. Payment can be made on-line through SchoolSpeak.

CLASSROOM AND BIRTHDAY CELEBRATIONS

Families interested in providing treats for the class on a child's birthday should focus on simple healthy snacks or desserts that are small in size. Our academic schedule does not allow time for elaborate parties and activities. Families should also keep in mind any health-related concerns/allergies of classmates. Letting the teacher know in advance is appreciated.

A birthday is an opportunity for a student to celebrate his/her special day.

Because we have multiple opportunities for students to dress down and because of the confusion as to when a child with a weekend or summer birthday is able to dress down, the practice of students dressing down on their birthday has been eliminated.

- Students' birthdays will be recognized at morning prayer. Summer birthdays will be announced on the same date as the child's birthday during May morning prayer.

Other *optional* means of celebrating outside of a classroom treat could include:

- Parents could make a donation to a service organization in the name of the student. Examples include: The Clintonville Community Resource, Furniture Bank of Mid-Ohio, Catholic Social Services, etc. or possibly to the OLP Tuition Assistance Fund.
- Students could provide a classroom gift, such as a classroom game, a playground ball, or something from the classroom wish list.
- Students could bring a non-food treat for their classmates on their birthday. Examples: pencils, fun erasers, stickers, small coloring booklets, bookmarks, small key chains, magnets, etc.
- Students are invited to participate in the Birthday Book Club. For a donation of \$10.00, a new library book will be purchased. The student's name and birth date will appear on a special bookplate placed in the front of the book, and he/she will be the first to check out that book. This is a wonderful way to honor your child on his/her birthday and to share the enjoyment of reading with others for years to come.

Please be advised that these are just suggestions and none of the above is necessary or required.

Students must seek permission from the teacher for distribution of invitations to home parties. These may be distributed in school only if ALL students will receive an invitation. In the case of a party for only boys or only girls, ALL boys or ALL girls must receive an invitation in order for those to be distributed at school.

CLASS OBSERVATION

Parents and prospective parents are welcome to observe classrooms by contacting the school principal. Parents are asked to be mindful of the teacher and students during the observation and not be disruptive of learning taking place.

CLASS SIZES

Kindergarten will be no larger than 25 students (30 with superintendent approval) and grades 1 - 8 will be no larger than 30 students.

CODE OF CONDUCT K-8

General Code of Conduct

Teachers and staff have the authority and responsibility to maintain discipline in the classroom. The following is Our Lady of Peace's Code of Conduct:

The purpose of Our Lady of Peace's Code of Conduct is to create a Christian atmosphere, one of respect for human dignity and responsibility, as well as to provide order and generate self-control. Each person is expected to do his or her part to bring about this climate. Normal Christian conduct is required of each child at all times during the school day. Students are also expected to be good ambassadors of our school outside of the school day.

All students are to maintain appropriate conduct with respect to the following actions and any other rules found in the Our Lady of Peace handbook or designated by teachers, playground and cafeteria workers, and bus drivers.

Examples of school-wide conduct includes the following:

- Obeying the directives of all adults in the building
- Observing the school dress code
- Not running or making excessive noise in the hallways or cafeteria
- No gum chewing in school or on school grounds
- Being honest in what we say and in what we do.
- Not using inappropriate language
- Not cutting in line
- Respecting one another

Within the classroom the teacher will develop with his or her students a set of class rules by

which all students must adhere. Consequences of not following school rules will be discussed with the students and communicated to parents. These consequences may include:

- Verbal warning
- Telephone call to parent/guardian
- Conference with any or all of the following:
 - Principal, teacher, parent/guardian, student
- Time out
- Loss of privilege
- The issuance of a Life Skills Report or a Restorative Justice Form (see below).

Restorative Justice

In researching best practices around the country with regards to school discipline, and in an effort to keep within the mission of Our Lady of Peace School and Parish to maintain whenever possible positive discipline we will be working with the principles of Restorative Justice beginning with the 2018-2019 school year.

The following principles reflect the values and concepts for using restorative practices in school. It is in keeping with the Christian values and mission of our Catholic community:

1. Acknowledges that relationships are central to building God's community here at Our Lady of Peace.

- Restorative practices teach to strengthen relationships and build community by encouraging a caring and Christian school community.
- Every student, teacher, staff member and parent/guardian are valued in God's eye and in our community.
- Students should be involved in a process of naming the Christian values and principles to live by within Our Lady of Peace School.

2. Builds systems that address misbehavior and harm in a way that strengthens relationships.

- Our Lady of Peace has established policies to provide a safe place for learning. Real safety, however, comes from fostering and maintaining caring relationships that affirm the Gospel values.
- Our policies reflect the Christian mission of our Parish and school community.
- Through this process we are attempting to address the root causes of discipline problems rather than only the effects. The causes of misbehavior may be multiple and should be addressed.

3. Focuses on the harm done rather than only on rule-breaking.

- Misbehavior is an offense against people and relationships and not just rule-breaking.
- The solution of the offense needs to involve all of those harmed by the misbehavior.
- The person harmed is the center of the primary relationship that needs to be addressed. Secondary relationships that may have been impacted might include other students, teachers and staff, parents and the school or larger community.
- Much misbehavior arises out of attempts to address a perceived injustice. Those who are victimized also feel they have been treated unjustly. Discipline processes must leave room for

addressing these perceptions.

4. Gives voice to the person harmed.

-The immediate safety concerns of the person harmed are primary.

-Those harmed must be given an opportunity to have a voice in the resolution of the harm.

5. Engages in collaborative problem solving.

-All of us act to satisfy our human needs (for belonging, freedom, power and fun). Students choose behavior to meet those underlying needs.

-Family, students, and communities are encouraged to help identify problems and solutions that meet needs.

-Misbehavior can become a teachable moment if everyone is involved.

6. Empowers change and growth.

-In order for students to change and grow, we must help them to identify their needs and assist them in finding alternative, life giving ways of meeting those needs that do not conflict with the Gospel values.

-Interpersonal conflict is a part of living in relationships with others.

-Conflict presents opportunity for change if the process includes careful listening, reflecting, praying, sharing problem solving, trust, and accountability structures that support commitments to work at relationship building.

7. Enhances responsibility.

-Real responsibility requires one to understand the impact of his or her actions on others, along with an attempt to acknowledge that we are all sinners and we need to constantly strive to put things right when that impact is negative.

-Consequences should be evaluated based on whether they are reasonable, related to the offense, restorative, and respectful.

-Students should continually be invited to become responsible and cooperative.

-Some students choose to resist participation in a process that will allow for change and may need adults to support and guide them in decision making concerning their accountability.

(Adapted from ecs.mpls.k12.mn.us/uploads/sfusd_pr_doc_2012.pdf)

The restorative justice process tries to answer the following questions:

-What happened?

-Why did it happen?

-Who was impacted and in what way?

-What needs to those involved have, including the offender and the victim?

-What need to happen to repair the harm (make things as right as possible)?

Beginning with the 2018-19 school year, the principal and all faculty and staff will employ the use of Restorative Justice whenever possible when students are not acting in a manner which is in keeping with the Christian nature of our school and for minor infractions of the school general code of conduct or the teacher's class rules.

The Restorative Justice process can include the following according to the nature of the offense and the age of the student:

-Restorative Justice circle with all or part of the class

- Restorative Justice conference with the teacher and student or students
- Restorative Justice conference with the principal, student(s)
- Restorative Justice conference that includes parent or guardian and any of the above

Students involved in a Restorative Justice conference will work with the adult to fill out a Restorative Justice Form which will attempt to build and restore good relationships among students and the school community. The Restorative Justice Form, once completed, will be sent to parents and will take the place of a Life Skill Report.

Restorative Discipline

While we affirm that everyone makes mistakes, some mistakes are, by their nature, more serious in nature. At Our Lady of Peace, we refer to them as Serious Misconduct (see below).

As a Christian community rooted in the mission of Our Lady of Peace Catholic Church we strive to keep relationships positive with families and students. However, serious misconduct necessitates separating students from our community for a day or permanently in order to assure the safety and security of others in the community.

While some aspects of Restorative Justice will be applied to cases of serious misconduct with the hopes of changing behavior, addressing the harm done and seeking ways to restore relationships, suspension and/or expulsion will also be used in cases of serious misconduct.

Serious Misconduct

The following are considered acts of serious misconduct and will not be tolerated at Our Lady of Peace:

- Fighting (defined as starting a physical confrontation with another student or adult or retaliating as a reaction to a physical confrontation that the student could have walked away from)
- Assault (defined as a student using any part of his or her body in anger against another student or adult without retaliation from the victim)
- Use or creation of inappropriate language, gestures or depictions
- Blatant disrespect of adults or fellow students
- Bullying (see the Diocesan definition below)
- Conduct on social media that is in opposition to the mission of Our Lady of Peace School and Parish or could be considered bullying (see the Diocesan definition below)
- Sexual Harassment (see the Diocesan definition below)
- Stealing
- Destruction or defacement of school property or property not belonging to student.
- Use of tobacco, electronic methods of nicotine delivery, alcohol or illegal or non-prescribed drugs or medications.
- Blatant misuse of the internet including but not limited to the viewing of inappropriate material
- Violation of the Diocesan weapons policy (see Diocesan Policy below).
- Chronic disregard for the general code of conduct.
- Other offenses deemed serious by the principal.

Students who commit any of the above infractions or any infraction that, in the opinion of the principal necessitates that removal of the student from the classroom and/or school will be suspended immediately (see Diocesan suspension policy). It is preferable that the parent or guardian pick up the student as soon as possible but in the event that the parent cannot be reached or cannot pick up the student he or she will be placed in in-school suspension for the remainder of the day.

Beginning with the 2018-2019 school year all suspensions will be an automatic minimum of three days not including the day that the offense occurred.

For a first offense of serious misconduct the student may come back to school after one day not including the day the offense occurred providing that he or she fill out and return a Restorative Discipline Form which is reviewed and accepted by the principal (See Restorative Justice and Discipline below).

The Restorative Discipline Form allows the student, working with the parent or guardian, to reflect upon his or her conduct, to acknowledge the harm it has caused to others and to commit to a plan which includes an appropriate apology to those harmed, a plan for behavior change and appropriate means to repair the harm done so that the student's relationship with the school and his or her peers may be restored.

For a second offense of serious misconduct the student faces a mandatory minimum of three days suspension not including the day that the offense occurred and a suspension hearing which includes the possibility of expulsion (see Diocesan policy on suspension and expulsion below). If the decision is made to readmit the student after the suspension is served the student may not return to school without completing a Restorative Discipline Form which is reviewed and accepted by the principal.

For a third offense of serious misconduct the student will be suspended, and, if after a hearing with the student and parent or guardian determines that the serious misconduct did occur, the parent will be asked to withdraw the student from Our Lady of Peace or face expulsion.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

Middle School Discipline

Our middle school students change classes and have multiple teachers throughout the day. For this reason, they employ a check system for the general code of conduct, for classroom rules and for academic violations.

Students' behavior will be monitored on a weekly basis. A student receiving a minor infraction will receive a check from the teacher. Three checks in one week will result in a Life Skill. Parents and students will be notified at the beginning of the school year as to what constitutes a check.

One or more checks may be given for academic reasons, usually missing assignments or not coming to class prepared. One or more checks may be given for violation of the general school code of conduct or for violating a classroom behavior rule. Regardless of what the checks are

received for, if a student receives three checks in a week he or she may be issued a Life Skills Report.

A teacher or the principal may choose to follow the Restorative Justice process in place of issuing a Life Skills Report if the checks acquired during the week are primarily for behavior. If a Restorative Justice Form is filled out with the teacher or principal within two school days of receiving the third check, it will take the place of the Life Skills Report. It should be noted that chronic violation of the general school code of conduct or class rules will necessitate that a Life Skills be issued.

A teacher or the principal may choose to create an academic plan in place of issuing a Life Skills Report if the checks acquired are primarily for academic reasons. This may be done only once in a quarter and no more than three times in the school year.

If a middle school student receives a Life Skills Report he or she will be ineligible for Honor Roll for the quarter in which the Life Skills was issued.

If a student is suspended for serious misconduct he or she will be ineligible for Honor Roll for the quarter in which the suspension took place.

Suspension and Expulsion Procedure (Diocesan Policy)

1. Serious misconduct (as defined above) which is cause for suspension and expulsion is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct the principal or administrator in charge may immediately suspend the student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure described below.
2. If the parent or guardian has not been reached on the day the misconduct occurred, prior to the start of the next school day, the principal or administrator in charge shall attempt to notify the student's parent(s) or guardian(s) of the suspension. The principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension, in writing, stating the reason(s) for the suspension and requesting that the student and the parent(s) or guardian(s) meet with him/her to review the matter.
3. Within three school days of the suspension, the principal or administrator in charge shall meet with the student and the parent(s) or guardian(s). The student and parent(s) or guardian(s) shall be given an opportunity to express their views.
4. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s) or guardian(s) of his/her decision either to readmit the student to school, extend the period of suspension or expel the student.
5. If the decision is to extend the period of suspension, the length of this period shall also be indicated; the suspension may not exceed 10 school days.
6. If the student is expelled, the principal or administrator in charge shall notify the parent(s) or

guardian(s) and the superintendent of schools, in writing, clearly stating the reasons for expulsion. This notification shall also inform the parents(s) or guardian(s) and the student of the right to appeal the expulsion.

7. If the parent(s) or guardian(s) request a hearing before the Diocesan board this hearing shall take place at the discretion of the Diocesan Office. Statements supporting the charges against the student may be submitted as well as statements by the student and others in the student's behalf.

The parent(s) or guardian(s) shall be given an opportunity to express their views. The board or its designees may, by a majority vote of its membership, affirm, reverse, or modify the decision to expel.

8. By the school day following the hearing, the board or its designee shall notify the parent(s) or guardian(s) and the superintendent of its decision, in writing, clearly stating the reasons for the decision reached.

9. Review of an expulsion by the appropriate diocesan school board shall be made only when requested by the student's parent(s) or guardian(s) or when requested by either the pastor or superintendent acting at the student's request.

10. If a hearing is requested, it shall take place within three school days of the request. The student, the principal, and the parent(s) or guardian(s) shall have an opportunity to express their views. If a hearing was held at the local level, only documented information presented at the local level may be presented at the diocesan level. By the school day following the hearing, the board or its designee shall notify the parent(s) or guardian(s) and student of its decision, in writing. The decision of the board shall be final and binding.

11. When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records. Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

Behavior Off Campus

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or to the reputation of the student body.

Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful or offensive to other students or staff, or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

(This policy applies to internet and email use.)

Harassment Policy (Diocesan Policy)

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or

female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - a. offensive sexual flirtations, advances, propositions;
 - b. continued or repeated verbal abuse of a sexual or gender-based nature;
 - c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
 - d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - f. graffiti of a sexual nature;
 - g. fondling oneself sexually or talking about one's sexual activity in front of others;
 - h. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school

5. Any person who believes he/she is subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.
7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Bullying

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus.

Bullying is a pattern of abuse over time and involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. One time or isolated events are rarely ever considered bullying.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. The investigation may include interviews with the student, parent, teachers, school staff, and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

Background

Our Christian values require behavior that reflects mutual respect for and positive treatment of

one another. Harassment, as defined in this policy, is the antithesis of such behavior. It is the purpose of this policy to prohibit harassment on the school property and to protect students before harassment becomes actionable. Harassment in any form is not consistent with the conduct expected of a student in this school. Harassment on school grounds is a violation of Diocesan Policy 5140.05 and school rules, and violators will be dealt with immediately. The Diocesan Harassment Policy is on file and is available upon request.

Definitions

Harassment occurs when name-calling, threats, inappropriate physical contact, or other un-Christian behavior is severe, becomes persistent, follows a pattern, is pervasive, or targets an individual, or specific group of individuals for offensive or unwanted action. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Racial harassment means the disregard for individual rights by the use of racial slurs, discriminatory remarks, or other inappropriate behavior directed toward another individual or group based upon the race or ethnic background of the individual or group. Harassment can also include inappropriate behavior directed toward an individual because the individual does not conform to peer group norms.

Reporting of Harassment

The principal is hereby designated as the representative of Our Lady of Peace School to implement this Harassment Policy. **Complaints or information concerning incidents of harassment shall be reported to the principal as soon as practicable after any incident.** Such reports may be made to the principal in writing, in person.

Parents, faculty, staff, or students who witness or become aware of an incident of harassment must report the matter to the principal. All harassment reports will remain confidential to the extent such confidentiality is consistent with due process rights applicable to proceedings under this Harassment Policy. The principal will take all appropriate action to protect the confidentiality of information reported to him/her.

COMMUNICATION

Effective and open communication helps to ensure the best working relationship between parents and school staff. A summary email is provided through SchoolSpeak weekly on Friday afternoons highlighting important news and upcoming events along with volunteer assignments and openings.

Each Friday that school is in session a school newsletter, *The Friday Forget-Me-Not* will be emailed to parents and friends with timely information, pictures and Jim Silcott's weekly blog.

Students in grades K-8 will also bring home completed work. We ask parents to review this work.

DAILY SCHEDULE

Office Hours:	7:30 AM – 3:30 PM daily
School Hours:	
Grades K –8:	7:55 AM - 2:40 PM

DRESS CODE

The Dress Code Policy has been adopted by the Principal, the faculty and staff and the School Advisory Board. This policy shall remain in place for five years and will be reviewed again prior to the 2023-2024 school year.

The purpose of the dress code is to minimize the influences that distract from the goals of the school while limiting competition among the students. The dress of our students should reflect the worth of and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste.

Boys Uniform: K-8th

-Pants: Navy blue dress uniform trouser. No contrasting stitching or outside patch pockets. Corduroys not permitted. No logos.

-Shirts: Plain solid white, pastel blue, light/heathered gray or navy blue knit shirt with collar (long or short sleeve) or turtleneck, or white or pastel blue oxford cloth button-down collared dress shirt (long or short sleeve). No logos.

-Sweaters/Sweatshirts: Solid color navy blue sweaters that are cardigans, sleeveless, V-neck, or crew neck. Solid navy blue or gray quarter zip fleece or performance wear with school logo (purchased from Egelhoff Sports) may be worn. Gray or navy OLP uniform P.E. sweatshirts with school logo (also purchased from Egelhoff Sports) may be worn as well. No hooded sweatshirts will be permitted.

-Socks: All socks must be visible, from ankle socks to crew socks. Socks must be a solid color (white, pastel blue, gray, navy or black), and no logos.

-Ties: Not required, but optional for middle school boys (grades 6-8). Traditional OLP plaid or any color of choice is also permitted. Please, no distracting or inappropriate prints.

Girls Uniform: K-8

-Jumper/Skirt: Traditional OLP plaid uniform jumper, skirt or skort (Note: *Plain navy skirts and skorts will be permitted through the 2018-19 school year and then retired.*).

-Shirt/Blouse: Plain solid white, pastel blue, light/heathered gray or navy blue knit shirt with collar (long or short sleeve) or turtleneck, or white or pastel blue oxford cloth button-down collared dress shirt (long or short sleeve). No lace or eyelet trim is allowed either on the blouse or knit shirt. No logos. For all grades, only solid white or skin-toned undergarments may be worn under shirts.

-Socks: All socks must be visible, from ankle socks to crew socks. Socks must be a solid color (white, pastel blue, gray, navy or black), and no logos. Knee socks are permitted for girls only. Leggings, if worn, must be navy blue only. Navy tights are also permitted.

-Sweaters/Sweatshirts: Solid color navy blue sweaters that are cardigans, sleeveless, V-neck or crew neck. Solid navy blue or gray quarter zip fleece or performance wear with school logo (purchased from Egelhoff Sports) may be worn. Gray or navy OLP uniform P.E. sweatshirts with school logo (also purchased from Egelhoff Sports) may be worn as well. No hooded sweatshirts will be permitted.

-Not required, but optional for middle school girls (grades 6-8). Traditional OLP plaid or any color of choice is also permitted. Please, no distracting or inappropriate prints.

Gym Uniform: K-8

-Grades K-3: Normal school uniform. Girls should wear shorts under skirt/jumper on gym day.

-Grades 4-8: Appropriate length (2 inches above knee) navy mesh uniform shorts with school logo, and solid gray performance wear shirt with school logo. During winter months, students have the option to substitute a solid gray or solid navy sweatshirt with school logo, as well as solid navy sweatpants with school logo. Students in grades 4-8 will wear their gym uniforms to school on P.E. days rather than change (*Note* All P.E. uniform pieces must be purchased through Egelhoff Sports or the bi-annual school sale that will be held. Information will be available on SchoolSpeak.).

General Information

Note: For all grades, only solid white undershirts may be worn under white shirts. Long sleeve undershirts may not be worn under short sleeve school shirts.

Shoes: Tennis shoes are encouraged as students are often engaged in active play during physical education class and recess. Tennis shoes of any color are permitted. No flashing or light-up shoes, wheeled shoes, or any other type of distractive embellishment are permitted. Excessive heels, sandals, flip-flops, etc. are never permitted. Brown or Black dress shoes are permitted on non-gym days.

*Boots may be worn to and from school in inclement weather only. Uniform shoes must be worn during school hours.

Shorts: For both boys and girls navy blue walking shorts (Bermuda length) between the top of the kneecap, and 2" above the kneecap may be worn August to October 31 and April 1st - June. No logos.

*Shirts must be tucked in at all times.

Suppliers

Girls' and boys' uniforms are available at the following locations:

School Days
4507 North High Street
Columbus, OH 43214
846-1988

Educational Apparel
3840 Lacon Road
Hilliard
876-3030

Egelhoff Sports (Physical Education Uniforms)
50 Dillmont Drive
Columbus, OH 43235
(614) 436-5700

Although the school does not make it mandatory that all the uniform items, with the exception of physical education uniforms, be purchased from Educational Outfitters, Educational Apparel, and School Days, it is strongly recommended that parents use the school's suppliers for all their uniform needs. This will allow the students to strictly comply with the school's Dress Code.

If parents wish to purchase any uniform items from another supplier, they need to make sure that their selections are exactly the same in style and color as those of Educational Outfitters, Educational Apparel and School Days.

-Uniforms are required from the first day of school through the end of the school year.

-Organizational uniforms (Cub Scouts, Brownies, etc.) may be worn on meeting days.

-If it is necessary for a student to come to school in clothing other than the prescribed uniform, parents must send a note explaining the reason.

-Make-up is not to be worn to school. Clear nail polish or clear lip gloss are permissible (girls).

-Artificial/acrylic nails may not be worn.

-Girls may have no more than two earrings per ear. Earrings are to be simple and small. Post type only (no hoops or dangles of any size or kind). Boys may not wear earrings. Only one necklace and one bracelet per wrist may be worn. Excessive jewelry is not permitted.

-Good grooming is expected. Hair should be kept clean and cut in a manner that is

appropriate for school. Traditional haircuts are required. The maximum length for boys' hair shall be above the collar and above the eye brows. Neither girls' nor boys' hair may cover the face or eyes. Bangs must be at or above the eyebrow. Trendy or unusual hairstyles are not permitted. Hair should not appear to be unnatural and artificially colored. Bleaching or tipping that appears to be colored is not permitted. The principal will make the final decision concerning any issue regarding hair.

-No tattoos of any kind.

-No body piercing of any kind (with the exception of earrings for girls).

-When applicable, 7/8th grade boys must be clean-shaven.

DRESS CODE VIOLATIONS:

Dress code violations will be handled according to the code of conduct. Repeated dress code violations will be considered a disregard for school rules and handled appropriately by the principal.

SPECIAL DRESS DAYS

Occasionally there will be opportunities for students to have a Special Dress Day. There are two different types of out of uniform days – dress down and dress up days. On special dress days we expect students to maintain our usual standards of appropriate dress and behavior. Students choosing to not follow the Special Dress Day Code will be placed in the office with work to do until the parent is able to bring a change of clothing.

Please refer to the following lists of do's and don'ts for special dress days.

DRESS DOWN DAY DRESS CODE

	<u>DO WEAR</u>	<u>DON'T WEAR</u>
SHOES:	sneakers, loafers, dress shoes	clogs, boots, flip flops, high heels, crocs, or any shoe without a back
SOCKS:	socks	
PANTS:	jeans, sweat pants, capri pants	sagging pants, over-sized pants, tight fitting pants, pants with holes, yoga pants

- No skinny jeans and no tight yoga pants or leggings may be worn unless underneath a dress or tunic.

SHORTS MAY BE WORN UNTIL NOVEMBER 1 AND STARTING APRIL 1. THEY MUST BE TO THE TOP OF THE KNEE.

SHIRTS:	t-shirts, sweat shirts, golf shirts Shirts must be long enough to tuck in.	muscle shirts, tank tops, halter tops, belly shirts, spaghetti straps, tube tops tight fitting/undersized tops, low cut
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		tops, rude messages/improper advertising (none of the above under/with another shirt or sweater)
MAKE-UP	no make-up is allowed	tattoos, body glitter
HAIR	no changes from a typical day	hair paint/color
OTHER:	2 earrings only (girls) One necklace or choker only Appropriate, tasteful jewelry	boys – no earrings no pants chains

DRESS UP DAY DRESS CODE

	<u>DO WEAR</u>	<u>DON'T WEAR</u>
SHOES:	sneakers, loafers, dress shoes	flip flops, high heels, clogs, crocs, boots, or any shoe without a back.
SOCKS:	socks	
PANTS:	dress pants or khakis	shorts, jeans, sagging pants, over-sized pants, Tight fitting pants, pants with holes.
SHIRTS:	Golf shirts, dress shirts	muscle shirt, tank tops, halter tops, belly shirts, spaghetti straps, tube tops, tight fitting/undersized tops, low cut tops, rude messages/improper advertising (none of the above under/with another shirt or sweater).
DRESSES SKIRTS	<u>DO WEAR</u> appropriate length for church/ school sleeveless dresses must be full to the shoulder	<u>DON'T WEAR</u> sun dresses, tank dresses, tube, halter, spaghetti strap tops low cut dresses
MAKE-UP	nail polish colors	tattoos, body glitter
HAIR	no changes from a typical day	hair paint/color
OTHER:	2 earrings per ear One necklace or choker Appropriate, tasteful jewelry Students may wear their regular School uniform	pants chains boys – no earrings No uniform shorts

DRUG, ALCOHOL AND TOBACCO POLICY

Alcohol, tobacco, other drugs, harmful intoxicants, any illegal substance and/or paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of schools/parishes of the diocese. This also applies to all school-related events held off

of the school property (e.g. away games).

Our Lady of Peace School recognizes that individuals who are experiencing problems with drugs, alcohol, tobacco, or other intoxicants are in need of assistance. The type of assistance may vary; however, the school will try to assist these students and their families in finding alternatives from which they can benefit. Drug and alcohol education and referral to counseling shall be viewed as instructional and rehabilitative, NOT an alternative to the disciplinary measures specified in this policy.

A student shall not possess on their person, in their locker, or in any place under their control, use or distribute, or be under the influence of any alcoholic beverage, drug, or intoxicant of any kind. Violations will result in immediate notification of parents. This rule applies to all school activities and functions, whether or not on the school or parish grounds. This includes time on school buses, rented carriers, and student/parent transportation.

Offenses and Disciplinary Action:

The action set forth below will be considered routine disciplinary measures for tobacco, drug and alcohol abuse.

Students who voluntarily request assistance or counseling in situations where no offense, as specified below, has been detected by the school officials will not be deemed in violation of school policy based on information divulged.

In addition to the penalties outlined in the Code of Conduct above students will be subject to the following additional consequences:

First Infraction:

Student will be referred to the office, whereupon parents will be immediately contacted by the principal. The student will not return to the classroom until a conference has been held with parent(s), principal, guidance counselor, and pastor. The police may be notified. Consultation with parent(s) and student will emphasize available counseling services. A drug-screening procedure may be recommended. The student will be placed in in-school suspension for a period of no less than 2 days.

Second Infraction:

Student will be referred to the office, whereupon, parent(s) will be contacted by the principal. The student will not return to the classroom until a conference has been held with the parent(s)/principal/guidance counselor/pastor. The police may be notified. The student will serve an in-school suspension of no less than 3 days. Prior to re-entry to the classroom, the school must receive written notification that the student has been entered into an approved Guidance Center Adolescent Alcohol and Drug Abuse Assessment Program. Parents must sign an authorization to have this information released to the school.

Third Infraction:

A third infraction will result in immediate removal from school. Parents and students must meet with the principal and the pastor. A determination will be made regarding the student's continued enrollment.

EMERGENCY DRILLS

Fire drills and tornado drills are conducted regularly throughout the school year. Detailed escape plans are posted inside the door of each classroom.

During tornado drills, each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures each class has an escape route to an outside area a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

If evacuation to another location is necessary, the students and teachers will proceed to pre-identified alternative locations. Parents will be directed to follow the instructions that will be shared via phone and e-mail through SchoolSpeak. Additionally, if appropriate, local TV and radio stations will also broadcast necessary information.

FIELD TRIPS

- Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.
- Parents will be asked to sign permission slips indicating that they will permit the child to join the class in this educational tour. Children having no permission slip will NOT be allowed to accompany the class.
- Parents will occasionally be asked to act as chaperones for small groups. Parent chaperones will be required to have a BCI fingerprint check and must have attended *Protecting God's Children* training sessions.
- Fees for these field trips will regularly be covered by the Home and School Association thanks to their annual family dues and fundraisers. As a result, all families are expected to participate in the fundraisers and must pay the family dues each year.
- Parents who chaperone and are asked to transport students must also complete a Diocesan form for verification of insurance. Without meeting these guidelines parents are not

permitted to transport students. When transporting students, all local, state, and federal laws are to be followed while also modeling our Catholic values and beliefs. No side trips, detours, or stops (food, drinks, etc.) not originally scheduled as part of the trip are to be made.

- Diocesan policy dictates that there must be two adults in a car when transporting children other than the parents' own children.

GRADUATION

A Mass that incorporates graduation is held at the end of the fourth quarter for students who have successfully completed grade 8.

HEALTH

Emergency Medical Cards

Each student is required to have a new emergency medical card on file in the school office at the beginning of the school year. It is the responsibility of the parent/guardian to keep the information on the card current throughout the school year. Parents will also complete a small emergency card to be kept by the teacher for times that the class leaves the building. Changes to these cards should be sent to the nurse's Office.

Health Forms

Each student's health file must contain the following forms:

1. Health History – signed by parent or guardian
2. Immunization Record – signed by parent or health care provider; *due by 15th day of school year of admission*
3. Physician Form – signed by physician
4. Dentist Form – signed by dentist.

Health forms are submitted once upon admission.

Illness or Injury

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. A child with a temperature greater than 100.0 degrees (oral) will not be permitted to return to the classroom. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted and 911 will be called. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school (on the Emergency Medical Card.)

Immunizations

The minimum immunization requirements mandated by the Ohio Department of Health must be met or the student will not be permitted to attend classes. See page 55. The immunization report must be on file in the school office by the 15th day of school during the year of admission for all new students.

Medications/Medication Forms

If a student must bring medication to school, the following requirements must be met:

Prescription Medications

- Must be in the original container
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date
- Must be brought to school by parent/guardian.
- A Medication Administration form, dated and signed by the parent and prescribing physician, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Medication form available on the school website.
- Refrigeration is available
- Medication will be kept in the Health Office.
- Prescription asthma inhalers and Epi-pens may be carried by individual students if the permission form is completed by parents and prescribing physician. Forms are available in the Health Office.

Non-Prescription Medications

- Must be in the original container (pill bottle, cough medicine bottle, etc)*
- Must be clearly identified as to the name and type of medication and dosage instructions.
- A Medication Administration form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions must accompany the medication.
- Medications will be kept in the Health Office.
- Students may carry 1-2 cough drops from home in their pocket. Additional cough drops should be kept in the health office.

*The school will not administer aspirin to students because of its connection to Reye's Syndrome. (Diocesan Policy #5141.0)

No medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office.

Nurse

The school employs a nurse through auxiliary funding three days per week. On the other two days the administrative staff will oversee the nurse's office.

Returning to School After Illness

A student must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the student should not return to school until he has received at least 24 hours worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). Contact the nurse's Office for guidelines if uncertain.

Physical Examination

A physical examination is required by the Diocese for all incoming students. This examination should be a positive procedure to appraise the child's health, fitness for studies, and other activities as well as to discover illness or defects.

Tuberculin Skin Screening

It is no longer necessary to have any routine screening of school pupils including those pupils entering the system, unless it is required by the local Board of Health. This is true, with the exception of exchange students and students from countries with a much higher rate of tuberculosis than Ohio or the United States. Consult the school nurse for a current list of affected countries.

Vision and Hearing Screenings

Vision and hearing screenings are done on all new pupils without records from previous school and routinely in selected grades. If you receive a letter recommending further examination, please return physician's report to the school.

Scoliosis Screening

Students in grades 6, 7 & 8 will have their backs evaluated for detection for any curvature of the spine. If a curvature greater than 7 degrees is noted, a letter will be sent to the parent/guardian suggesting a physical evaluation by a physician.

Communicable Disease

- Report to your child's school office immediately if your child has a communicable disease, or has an eruption or rash on the body.
- Length of time your child must be excluded, as required by law, for the following diseases:
 - CHICKEN POX - 6-7 days or until lesions are dry.
 - MEASLES (Rubella) - 7 days from the first appearance or rash.
 - MEASLES (Rubeola) – 5 days from first appearance of rash.
 - MUMPS - 9 days or until all swelling is gone and child appears well.
 - SCARLET FEVER - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.
 - WHOOPING COUGH – 5 days after start of antibiotic treatment.
 - STREPTOCOCCAL (STREP) THROAT - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.
 - BACTERIAL CONJUNCTIVITIS – 24 hours of antibiotic treatment

LICE-

- Your child may return to school after the exclusion period.

Immunizations and Vaccinations

A pupil in grades kindergarten - 8 is in compliance if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella, mumps, chicken pox, and Hepatitis B. The State Legislature mandates what diseases pupils must be protected against; the Ohio Department of Health stipulates the number of doses of appropriate vaccine required. Students in grades kindergarten-8, unless otherwise exempt, must be immunized against diseases contained in the following:

REQUIRED IMMUNIZATIONS (2017– 18 School Year)

Every student will be required to have current immunizations prior to the entry to school. Record of required immunizations must be on file by the 15th day of the school year.

HIGH SCHOOL ATTENDANCE AREAS

The location of the residence of the student's legal guardian is used to determine the assigned high school. Boys may also attend Saint Charles Preparatory High School and girls and boys may attend Cristo Rey High School.

HOME AND SCHOOL ASSOCIATION

The main purpose of the Home and School Association is to assist and support the programs and operation of Our Lady of Peace in cooperation with the Administration. School families are encouraged to support the efforts of the Home and School Association. Communications regarding Home and School functions will be made available on SchoolSpeak and other announcements. There are mandatory dues of \$25 which are ordinarily paid as part of the school registration process.

LIBRARY/MEDIA CENTER

The media center is open on a regularly scheduled basis and is supervised by the library aide. Library classes are held for students. Classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Additionally, students are permitted to use the library throughout the week with the permission of their classroom teachers. Students are expected to actively participate in the library by checking out books and returning them on time. They may use the library to read, check out books, do reference work, or work on special projects.

Students in grades 6, 7, and 8 exclusively are permitted to check out books with the “YA” designation. Students in grade 6 must have a parent permission slip on file in the library before being permitted to check out YA books. YA books are noted by a bright pink spine label and contain themes with a more mature subject matter appropriate for some middle school students. YA books might include controversial subject matter such as ethical issues, violence, language, war, and interpersonal relationships. While these books are attractive to the middle school students, they are not necessarily appropriate for all middle school reading interests. Therefore, parents are asked to counsel their children and discuss these books as they are read.

Should parents question the appropriateness of any book in the library collection, a form is available to state their views. The completed form will be reviewed by the principal, literacy team, and library teacher and action will be taken if necessary.

It will be the responsibility of the parent to reimburse the library for any lost or damaged library books or materials.

LOCKERS

Students are expected to keep their lockers unlocked, clean and not abuse them in any way.

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safe-guarded by registering them with the classroom teacher or leaving them in the main office.

Any pictures used on the inside of a locker must be reflective upon the values taught at Our Lady of Peace School. Our Lady of Peace School is co-tenant of all lockers. Therefore, the staff may search lockers at any time with good reason.

PARISH SPORTS PROGRAM

The Parish Athletic Association runs the sports program at Our Lady of Peace Parish. Our Lady of Peace School and administration (Principal) have no authority or jurisdiction over the sports program.

However, in the firm belief that the school is an integral part of the parish family, Our Lady of Peace School and its administration support, in spirit, the philosophy of the athletic program. The Our Lady of Peace sports program is open to all children of the parish and to those who attend Our Lady of Peace School. Many sports teams are offered to both boys and girls on many levels. We encourage parents to look into the opportunities available.

PHONE CALLS & CELL PHONES

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student’s home after school). Parents are asked not to interrupt the

activities of the classroom. Students will not be called from class to the phone. Forgotten books, gym clothing, lunches, etc., may be cared for by leaving them in the school office. Important messages by phone will be delivered to the student in case of a real emergency. **The office will strictly adhere to these regulations.**

While we recognize the fact that many students bring cell phones to school they are not to be used during the school day or at lunch without express permission of the teacher, staff or principal. This includes using the phone for calls or texts, going on the internet or taking of photos. The school is not responsible for these phones.

PLAYGROUND GUIDELINES

- Please remember:
 - Share the equipment and play areas
 - Be a good sport
 - Be safety minded for yourself and others
- Only “touch” football is to be played - no tackling.
- Use softballs or a “soft” ball for baseball. No hard balls permitted.
- Do not pull or grab student’s clothing at any time.
- No throwing of any objects (rocks, sticks, snowballs, etc.)
- No radios, recorders, cameras, or electronic games.
- Fighting is prohibited!
- Do not leave the playground for anything, without permission of the teacher or aide monitoring playground.
- Students are not to approach or play around automobiles parked along side the playground.
- Students are to stay within the area designated for recess.
- When entering the building from recess students are to enter in single file. Walk into the building and walk down the halls quietly.
- “Rough house” is not permitted.
- Students are not to climb trees.
- Ball playing is not permitted in the morning before school.

PROMOTION/RETENTION

The promotion/retention of a student in any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her best advantage. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at this grade level. However, academics will not be the sole factor in the determination of retention. The student’s age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. If retention seems necessary, parents must be notified in writing by the end of the third quarter. The principal shall have direct charge of promotions and retention. The principal shall take into consideration the ratings and

recommendations of the teacher or teachers of the student under consideration. Failing to meet the standards in more than two academic subjects may result in retention.

Reporting to parents to show progress is outlined in #5121.1 of Diocesan Policy.

REGISTRATION AND TUITION POLICIES

STUDENTS OF NEW FAMILIES

“A NEW FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION DOES NOT HAVE A STUDENT IN OUR LADY OF PEACE SCHOOL”

Registration

New families registering new students in K - 8 must submit the following:

- Completed registration application
- Copy of birth certificate
- If Catholic a copy of baptismal certificate if not baptized at Our Lady of Peace Church
- A completed questionnaire
- A non-refundable registration fee of \$100

Please return the completed application by mail or hand delivery to:

Our Lady of Peace School
40 E. Dominion Blvd
Columbus, OH 43214

Acceptance and Enrollment

Upon notification of acceptance, please submit the following:

- FACTS Automatic Tuition Payment Agreement (“FACTS Enrollment Form”). On-line enrollment for FACTS automatic tuition payment. Please see FACTS on-line enrollment information sheet.

Enrollment and Payment Deadline:

- Families failing to submit the FACTS on-line enrollment confirmation notice by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

Students of Returning Families

Re-Registration

Families will receive a Commitment Letter in February of each year.

- A signed Commitment Letter. Families with multiple returning students will submit a single Commitment Letter, which covers all returning students in that family.
- A non-refundable registration fee of \$100. After March 1 the registration fee is increased to \$150.

Please return the Re-Enrollment form by mail or hand delivery.

Please see ***Tuition Payment Options*** below for additional information about each of these tuition payment options.

The Lump Sum Contract or the FACTS Enrollment Form must be submitted to the school office within seven (7) business days of distribution.

- Families failing to submit a completed Lump Sum Contract or a completed FACTS Enrollment Form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- **Please note that the deadline for submission of the Tuition Payment Preference or completed FACTS Enrollment Form is printed in the tuition letter.**

Tuition Payment Plan

Our Lady of Peace School offers several payment plans:

Pay in Full: Families may pay in full by June 25.

Automatic Monthly Payments. Tuition may be paid in monthly, quarterly or two installments. New Families must submit a completed FACTS on-line enrollment confirmation for Automatic Tuition Payments.

- Families may elect to have payments made on the 5th or 20th of the month, beginning in July.

Withdrawals

The following policies apply to students who withdraw prior to the beginning of the school year:

- If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. In addition, one additional FACTS withdrawal will be made.
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw during the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Tuition will be charged for the full month of a student's withdrawal.
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

Questions and Additional Information

Please call Our Lady of Peace School at 614-267-4535 if you have any questions or would like additional information.

Withdrawals

The following policies apply to students who withdraw **prior** to beginning of the school year:

- If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program as of the date of withdrawal.
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

- A withdrawal conference must take place with the school principal or the Pastor.
- Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program.

- Tuition will be charged for the full month of a student's withdrawal.
-
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

2018-2019 Tuition

The tuition rate for 2018-19 is as follows:

*One Child Participating:	\$3,800
Two Children Participating:	First child: \$3,800; Second child: \$3,210
Three Children Participating: each	First child: \$3,800; second: \$3,210; Third, Fourth \$2,625
Non-Participating per child:	\$5,900

*A family's home parish will contribute the difference between the tuition and the per pupil cost. Families of neighboring parishes without a school will be sent an invoice for the subsidy amount. In order to be considered a participating member of another parish, families must get the parish subsidy form signed by their home Pastor.

Questions and Additional Information

Please call Our Lady of Peace School at 614-267-4535 if you have any questions or would like additional information.

RELIGIOUS INSTRUCTION

The unique feature of a parochial school is the process of religious development and formation of its students.

At Our Lady of Peace School this is maintained through a complete graded course of study in religion, which is taught in grades K-8, covering the basic tenets, beliefs, traditions, and practices of the Roman Catholic faith. Sacramental preparation for Eucharist, Reconciliation, and Confirmation incorporated into the curriculum at the appropriate grade levels.

Eucharistic participation is of the highest priority. The children will attend morning Mass every Wednesday. Other important liturgies are scheduled throughout the year.

Penance Services are scheduled at intervals during the school year when possible. Parents are encouraged to receive the Sacrament of Reconciliation with their children regularly so that their children will associate this experience with family worship rather than as a school experience.

The student body also has the opportunity to experience traditional devotions and practices of the Catholic faith including the rosary, Stations of the Cross, Lenten sacrifices, mission education, vocation awareness, and prayer. *Please see our school calendar for many of these dates.*

All of the above components, as well as a prevailing atmosphere of faith, contribute to the process of

internalizing values that are distinctively attributed to the Catholic faith.

All students, regardless of faith, must participate in religious instruction and worship, although sacraments are for our Catholic students only.

We encourage students and their families to be regular attendees and participants of their Catholic parish or place of worship of their religion or denomination.

Release of Information and Photos

We will not share parents' phone numbers or addresses with other parents without permission. We will share email addresses with other parents and with the Diocesan high schools unless expressly notified by parents not to do so.

Pictures of students (without any identifying information including names) will be used in the newsletter, the website and in submission to The Catholic Times unless expressly notified by parents not to do so.

SAFE ENVIRONMENT PROGRAM

As a community of faith, we believe that our children are the most important gifts God has entrusted to us and that the prevention of child abuse begins with each person.

Our Lady of Peace Parish, in coordination with the Catholic Diocese of Columbus, is committed to the protection and safety of all children. This commitment follows the fundamental mission of the Church to preach the gospel of Jesus Christ, to give authentic witness to the moral teaching of the Scriptures and the tradition of the Church, and to uphold the human dignity of every person. Increased awareness and a willingness to take action are steps for every person to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

At Our Lady of Peace Church, "Best Practice" policies have been established to ensure the safety of our children in every parish and school activity. Our Safe Environment Program was designed for the protection of our children. With that in mind, ALL VOLUNTEERS 18 years of age and older (Athletics, Club Sports, Nursery, School, Scouts, Religious Education, High School Youth Ministry and all other programs involving children) who have "care, custody or control," or regular supervised or unsupervised access to children must complete the following procedures prior to the first day of volunteering:

- Complete a Protecting God's Children (PGC) awareness session offered throughout the Diocese of Columbus. This program helps raise the awareness of adult volunteers for the signs of child sexual abuse, the methods and means by which offenders commit abuse and steps one can use to prevent child sexual abuse.
- Undergo a Civilian Criminal Background/Fingerprint check (BCI&I) completed by Fast Fingerprints on Bethel Rd. and if needed, the Federal Bureau of Investigation (FBI).
- Complete a Volunteer Application.

Through these initiatives, we optimize child safe environments and empower our staff and volunteers with tools to help them protect all our children.

How to Register for a Protecting God's Children (PGC) Awareness Session

Registration must be completed online at www.virtus.org. Select "Registration" on the green bar, left side of screen. At the drop down menu, select Diocese of Columbus to view a listing current class offerings, times, and locations. If attendance occurs at a location other than Our Lady of Peace, a Certificate of Attendance must be obtained by you at the end of the session and given to the school office.

How to Complete a Fingerprinting Background Check

Our Lady of Peace requires that all volunteers complete a Civilian Criminal Background Check through the Ohio Bureau of Criminal Identification and Investigation by being fingerprinted electronically. We refer people to go to Fast Fingerprints www.fastfingerprint.com.

SCHOOL ADVISORY COMMITTEE

The purpose of the School Advisory Committee is to provide the pastor of Our Lady of Peace and the principal of Our Lady of Peace School with advice and to make recommendations regarding issues affecting the school.

The committee is composed of members who have been elected with the assistance of the nominating committee.

The mission of the School Advisory Committee is to promote and support a distinctive religious learning environment that provides for the propagation of the Catholic faith and values, fosters academic excellence, and develops fully the intellectual, social, physical, and emotional capabilities unique to each student. Meeting dates for the 2018-19 school year are posted on the SchoolSpeak calendar.

TECHNOLOGY ACCEPTABLE USE POLICY

The following policy is a summary of Diocesan Policy #6140.0 concerning the use and care of **computers and equipment** and the acceptable use policy of **Internet and on-line resources**.

DO:

- Sign in
- Take care of equipment
- Ask for help with printer problems
- Print just one copy of a document (school related only)
- Use the Internet for educational pursuits

- Ask before you enter a site that you think might be questionable
- Immediately back out of any questionable sites
- Follow instructions of teachers, librarians, tech teachers, and lab assistants
- Close applications by going to File and Quit and then sign off when finished
- Leave computers on

DON'T:

- Have food or drink around equipment
- Share any passwords
- Access another student's account, file, and/or data (or any teacher's folder or files)
- Access or download any inappropriate material
- Access chat rooms, newsgroups, listserves, e-mail or instant messaging, or social media sites
- Access or download games, game cheat codes, MUD's, MOOS's or simulations
- Harass others in any way
- Submit or reveal your name, any personal information or phone numbers of yourself or others
- Change any computer settings, hardware, parts, or cabling
- Access or manage a personal web page on school computers
- Download without permission
- Take photos or videos without permission

In addition to the consequences outlined under the Code of Conduct above the following will apply:

Consequences for Inappropriate Use of the Internet

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources, **including laptops, desktop computers, iPads, chromebooks**, and other computer devices in an appropriate manner.

Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of access to computers and technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocesan or school equipment.
- School discipline policy for serious misconduct (see above)

Equipment Use Policy

At times, students may be assigned school-owned equipment such as computers, **laptops, iPads, chrome books**, e-readers, cameras, spell checkers, personal CD players, headphones, microphones and other technology. **Students are responsible for proper use of, care of, and security of the equipment and are expected to return the equipment in the same condition as it was before checkout by the student. The legal parent(s) or legal guardian(s) of a student user of school-owned equipment is/are responsible for lost, stolen, or damaged equipment.**

Upon receipt of the equipment, if a student notes any problem or damage, it is his/her responsibility to report it to the technology staff immediately, or the student will be responsible for the damage.

The cost of repair or replacement is the responsibility of the user's parent(s) or legal guardian(s).

Equipment will be checked out to the intended user and use of the equipment is not to be shared with any other student(s). The student user and his/her parent(s) or legal guardian(s) must sign a Technology Equipment Responsibility Contract in order for the student to check out equipment for personal use.

If a student does not have a signed Technology Equipment Responsibility Contract on file, that student may not check out any technology equipment.

BRING YOUR OWN TECHNOLOGY (BYOT)

POLICY AND GENERAL GUIDELINES

Guidelines:

1. Students in grades 4-8 may bring in the following devices for reading: (There will be no Internet access for these devices, so all books must be downloaded at home.)
 - Kindle
 - Nook
 - iPad or iPad mini
2. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices (including wearable devices) only as directed by their teachers.
3. The only purpose of the personal devices at school is educational.
4. The use of a personal device is not to be a distraction in any way to teachers or students. Students will refrain from using personal devices outside of their classrooms unless otherwise directed by their teachers, including wearable devices.

5. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
6. Students shall not take or distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online.)
8. When devices are in use, they may be used for educational purposes and for reading only. If the personal device is used in an inappropriate way as outlined in the Our Lady of Peace Technology Acceptable Use policy, students will be subject to disciplinary action.

Consequences for Misuse/Disruption

(One or more may apply):

- The device may be taken away for the class period.
- The device may be taken away and kept in the front office until a parent picks it up.
- The student may no longer be allowed to use personal devices at school.

School Liability Statement

Students bring their devices to use at their own risk. It is their duty to be responsible for the upkeep and protection of their devices. This includes wearable devices.

Our Lady of Peace School is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any devices (keeping them charged, installing updates or upgrades, fixing any software or hardware issues.)
- Damage, resulting from student misuse or lack of care, to school issued technology

Our Lady of Peace School Student Acceptable Use Policy

Access to the Our Lady of Peace School's Network is provided as a privilege and as an educational tool. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior on the Network just as they are in a classroom, in a school hallway, or on other school property. While Our Lady of Peace will make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access belongs to the students, under the guidance of their parents.

This document shall constitute Our Lady of Peace School's *Computer Network and Internet Acceptable Use Policy* for students ("policy"), and applies to all students who use or otherwise access the Network either on-site or remotely. A copy of this policy shall be provided to students and their parents.

Each student is responsible for reading and abiding by this policy. If the parent or student has any questions about the provisions of these policies, the principal or the technology coordinator should be contacted. Any use of an account that violates these policies may result in access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Our Lady of Peace School Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement. Our Lady of Peace reserves the right to seek reimbursement of expenses and/or damages arising from student violations of these policies.

01. Reporting Misuse of the Network

In addition to following the terms of this policy, a student or parent must report any misuse of the Network to a teacher, an administrator, or the technology coordinator. Misuse means any violation of this policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to a student or parent by someone, or any other use that is not included in this policy but has the intent or effect of harming another or another's property.

02. Term of the Permitted Use

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by Our Lady of Peace School at any time for any reason. Our Lady of Peace may also limit access, at any time, without warning, and for any period of time. By accepting network access, users waive any and all rights of privacy in connection with their communications over the network, or communications achieved through the use of Our Lady of Peace equipment, software or connectivity, including but not limited to protections provided by state and federal law.

03. Access

Network resources are only for use by authorized users. Anonymous use is not permitted, and access may not be shared or transferred. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet. If a student thinks that someone may know his/her password, he/she must tell a teacher or technology coordinator immediately. A student is subject to disciplinary action for any violations of this policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Network with the student's password.

04. Purpose and Use

Our Lady of Peace is providing access to its Network primarily to support and enhance the educational experience. Uses that interfere with normal Our Lady of Peace business or violate Our Lady of Peace policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If a student has any doubt about whether a contemplated activity is permitted, he/she must consult with a teacher or building administrator to help decide if a use is appropriate.

05. Proper Use of the Network

All users must use the network in an appropriate and reasonable way, whether specific rules exist or not. Among the uses and activities that obviously violate the proper use of the network and

constitute a violation of this policy are the following:

- A) Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.
- B) Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this policy or Our Lady of Peace's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- C) Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.
- D) Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.
- E) Attempting to reach internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.
- F) Using the network in a manner inconsistent with the mission of and expectations of Our Lady of Peace for the conduct of students. When using the network, students should remember that they are representing themselves and their school to others.

06. Unacceptable Uses

Among the uses and activities that are known to be unacceptable and constitute a violation of this policy are the following:

- A) Uses or activities that violate the law or Our Lady of Peace policy or that encourage others to violate the law or Our Lady of Peace policy. Among such uses or activities are the following:
 - B) Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or Our Lady of Peace policy.
 - C) Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.
 - D) Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or Our Lady of Peace policy.
 - E) Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others.
 - F) Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.
 - G) Downloading and/or saving music or images, unless given permission by a teacher.
 - H) Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities
- I) Uses or activities that cause damage to property. Among such uses or activities are the following:
 - 1. Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another.
 - 2. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data of another user, other Our Lady of Peace Network resources, or the use of the Our Lady of Peace Network to do any of the same acts on the Internet or outside Networks.

3. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, it should be assumed that they are protected under copyright laws unless there is explicit permission on the materials to use them.
4. Commercial uses. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. Users may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as “junk e-mail”).
5. Uses or activities that are unrelated to legitimate Our Lady of Peace purposes. Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or blog that is not part of a class project, receiving or posting messages to web sites or blogs that are not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing. (Examples: Amazon, eBay, Expedia, Grudge Report, Pinterest, dating services, chat rooms.)
6. Using non Our Lady of Peace e-mail. All use of e-mail must be through Our Lady of Peace’s e-mail service. The use of other providers of e-mail through the Network is prohibited. Use of e-mail for non-Our Lady of Peace purposes, such as for operation of private business enterprises, is strictly prohibited.
7. Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper or telephone resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently “harmless” purposes, as these, like “junk e-mail,” use up limited Network capacity resources.
8. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier that makes message recipients believe that someone else is communicating or otherwise using the other’s access to the Network.
9. Political uses: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the network from any person or entity or conduct any type of campaign business.
10. Installing or downloading software or hardware without the prior consent of a Our Lady of Peace technology department. Students may not move, repair, reconfigure, reprogram, modify or attach any external devices to Network equipment, computers or systems. Students shall not remove, alter or copy Our Lady of Peace software for their own personal uses or for the uses of others.

07. Freedom of Speech

By giving users access to this system, Our Lady of Peace does not intend to create a limited or a public forum for the expression of opinion. The network exists as part of the function of the mission of the Our Lady of Peace, and is operated solely in support of that mission. Neither the public, nor staff, nor students are invited to use the network in expression of their opinions. Our Lady of Peace fully supports the right of all students, staff and citizens to express their opinion through legitimately established public and limited forums dedicated to that use.

08. Privacy

Network access is provided as a tool for educational and administrative uses. Our Lady of Peace reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage, and to use such content for any legal purpose. All such information, content and files shall be and remain the property of Our Lady of Peace and users do not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this policy.

09. Web Sites

Web sites created through the Network and/or linked with Our Lady of Peace's official web site must relate specifically to Our Lady of Peace-sanctioned activities, programs or events. Web sites created using the Network or Our Lady of Peace's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of Our Lady of Peace. Our Lady of Peace reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed.

As above, Our Lady of Peace does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff or citizens. Web pages exist solely in support of Our Lady of Peace's mission as determined by the administration.

10. Failure to Follow Policy

The users' use of the Network is a privilege, not a right. If a user violates this policy, he/she may be subject to disciplinary action. At a minimum he/she will be subject to having access to the Network terminated, which Our Lady of Peace may refuse to reinstate for the remainder of his/her time as a student at Our Lady of Peace. At the maximum, a user may be suspended or expelled.

A user breaches this policy not only by violating the above policy individually, but also by failing to report any violations by other users that are known by the user. A violation of this policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise network or internet activities that would otherwise be a violation of this policy.

11. Warranties and Indemnification

Our Lady of Peace makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files, and Our Lady of Peace shall not be responsible for any loss or deletion of data. Our Lady of Peace is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, the student is agreeing to cooperate with Our Lady of Peace in the event of Our Lady of Peace's initiating an investigation of use or access to the Network through his/her account, whether that use is on a Our Lady of Peace computer or on another computer outside of the Network. By accessing the Network, students are further agreeing to indemnify and hold Our Lady of Peace and the Data Acquisition Site and all of their administrators, teachers and

staff harmless from any and all loss, costs, claims, or damages (including attorneys' fees) resulting from access to and use of the Network through their accounts, including but not limited to any fees or charges incurred through purchases of goods or services by the users.

Students in grades 6-8 will electronically receive an additional Chromebook Policy Guideline Handbook and an additional signature page indicating agreement with these policies.

TEXTBOOKS

Most of our school books have been purchased by the State of Ohio Auxiliary Service Funds. Books are to be covered at all times. Tape should not touch the book itself. A bookbag of some durable, protective material must be used for carrying books to and from school. Parental assistance in this matter is requested as textbooks can be easily damaged by weather and misuse. Lost or damaged books will be replaced by students.

As we move into the era of electronic textbooks (ebooks,) parents and students are reminded that electronic textbooks and their electronic delivery devices are also the property of our school and should be treated with the same care and respect as traditional textbooks. Misuse of an electronic textbook will result in the loss of a student's access privileges.

TIGER TRIBUTES

Beginning with the 2018-19 school year, teachers, staff, students and parents will be able to award students in all grades a *Tiger Tribute* when the student is seen as living a Gospel value at school or in the community. *Tiger Tributes* can be cashed in for treats, and a monthly drawing for prizes.

The Gospel values to be rewarded are:

-Community. Committing to building a welcoming, strong, and loving community.

"For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another." (Romans 12:4-5 New American Bible)

-Servant Leadership. Leading and serving like Jesus.

"For the Son of Man did not come to be served but to serve and to give his life as a ransom for many." (Mark 10:45)

-Respect. Respecting the life and dignity of myself and each person in thought, word and action.

"Give honor to all, love the community, fear God, honor the king." (1 Peter 2:17)

-Gratitude. Being thankful for every gift and lesson I learn.

"Give thanks to the LORD for he is good, his mercy endures forever!" (Psalm 107:1)

-Humility and Understanding. Seeking first to understand.

"Who among you is wise and understanding? Let him show his works by a good life in the humility that comes from wisdom." (James 3:13)

-Wellness. Caring for and respecting the entire self – body, mind, heart and soul.

"Do you not know that you are the temple of God, and that the Spirit of God dwells in you?" (1 Corinthians 3:16)

-Patience and Perseverance: Having courage to push beyond my perceived limitations, the ability to keep fighting, and the strength to endure through the struggle.

“Not only that, but we even boast of our afflictions, knowing that affliction produces endurance, and endurance, proven character, and proven character, hope.” (Romans 5:3-4)

-Diligence: Working with careful, and planned persistence.

“The plans of the diligent end in profit, but those of the hasty end in loss.” (Proverbs 21:5)

-Integrity: Acting and speaking with honesty and sincerity.

“Do to others as you would have them do to you.” (Luke 6:31)

VISITORS

Parents and other visitors are welcome and encouraged to visit the school. State law requires all visitors, including parents, to report to our school office upon entering the building. Upon entering the building, parents and visitors must each sign in at the school office and receive a yellow visitor badge to wear throughout the visit. Upon departure, each visitor must sign out in the school office.

Visitors wishing to observe a particular classroom must notify the school in advance so that appropriate arrangements may be made with the teacher(s.) School tours are available by contacting the school office.

VOLUNTEERISM

Each family will be expected to give a minimum of 20 hours of service to Our Lady of Peace School. Parents are expected to track their own hours and to complete a form quarterly reporting on hours worked. The year is defined as July through June.

Service to the school can be, but is not limited to:

Serving on a board (Home and School, School Board, Athletic Board).

Volunteering for recess and/or lunch duty.

Home and School Classroom liaison.

Volunteering with a teacher on site or at home (subject to teacher input and approval).

Coaching for the Our Lady of Peace Athletic program.

Assisting at athletic games or events.

Helping with maintenance, grounds keeping, especially during fall and spring clean-up.

Serving on a Home and School or Athletic committee such as pizza, subs, Tiger Tourney, dances etc.

Chaperoning a student event or field trip.

Helping with the Parish Festival.

Moderating or assisting with a club or activity (scouts, robotics etc).

Other opportunities as the need arises

If your family feels that it will be unable to fulfill this obligation you must meet with the principal, no later than September 30 to discuss.

Please note that any activity working with children requires background check and attendance at a Protecting God's Children class.

Volunteer Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth at Our Lady of Peace Parish.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Obey all traffic laws when driving children and youth and adhere to the Diocese of Columbus Volunteer Driver Form and Cell Phone Policy.

As a volunteer, I will not:

- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Drive a vehicle not in compliance with regulations and/or inspections while driving children.

WEAPONS

No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school related functions. (Diocesan Policy #5140.11)

Consequences of Threats to Welfare and Safety (In addition to those outlined in the Code of Conduct

above):

If a student is found to be in violation of Policy 5140.11, any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include:

- detention;
- counseling/family counseling;
- approved school/community service;
- in-school suspension;
- referral to Juvenile Court and/or other appropriate law enforcement agency;
- suspension from school;
- expulsion from school following suspension; and
- diversion programs

WELLNESS

Catholic Schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

Our Lady of Peace School has adopted a wellness policy that encompasses nutrition education, physical education, school-based activities, nutritional guidelines, and evaluation of this policy.

WITHHOLDING OF STUDENTS' RECORDS

A school may choose not to release the cumulative records of students whose financial obligations to the school have not been met. However, grade placement/credits earned, standardized test scores, and health information must be released to the receiving school. Unless an arrangement which is acceptable to both schools can be reached, a Catholic school should not accept a student whose financial obligations to another Catholic school have not been met. (Diocesan policy 3240.1)