

OUR LADY OF PEACE SCHOOL



FAMILY HANDBOOK

To bring God's love to all people

HANDBOOK REVISED 2011

OUR LADY OF PEACE SCHOOL

In addition to the classroom teachers and aides we have the following support and Educational Resources

Physical Education	Tutor for Reading/Math	Music
Spanish	Art	Intervention Specialists
Guidance Counselor	Speech/Hearing	Library Facilities
Athletic Director	Band	Fine Arts

Bus Coordinators

Plain Local
330-492-1918

Canton City
330-456-6710

North Canton
330-497-5615

Our Lady of Peace School

1001 39th Street N.W.

Canton, Ohio 44709

330-492-0622

Fax: 330-492-0959

www.ourladyofpeace.org

Office attended 7:30AM – 2:30PM

Mission Statement

OUR LADY OF PEACE SCHOOL IS A CHRIST-CENTERED WELCOMING COMMUNITY THAT STRIVES TO ENHANCE LIVES OF STUDENTS THROUGH ACADEMIC EXCELLENCE IN THE ROMAN CATHOLIC TRADITION.

PHILOSOPHY OF EDUCATION

Diocesan Philosophy of Catholic Education

We believe that each Catholic school, as a part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community and society in general. The foundations of Catholic beliefs and practices are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum that meet the religious, academic, personal, and social needs of children.

The Diocesan Office of Catholic Schools provides leadership and support for Catholic schools, as they are an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese of Youngstown.

Our Lady of Peace Belief Statement

- We believe that instilling Christian values in a safe environment is paramount.
- We believe that all students can learn, and to effectively achieve this, individual differences must be taken into account.
- We believe Our Lady of Peace School is a partner in education with families and the larger community it serves.
- We believe that technology can provide challenging learning opportunities.
- We believe that student participation in service projects builds a sense of community, responsibility, stewardship and compassion.
- We believe that education is a never-ending, lifelong journey for everyone.

Our Lady of Peace Goals

All of our teachers are college graduates and maintain State of Ohio Standards for teacher certification/licensure. The faculty takes part in continuing education and is committed to the following school goals:

- to ensure our Catholic identity
- to emphasize respect and hospitality for everyone at all times
- to increase math skills and scores and to reduce math anxiety
- to integrate technology across the curriculum

SCHOOL SCHEDULE

Arrival is any time after 7:30AM. Class begins at 7:50AM for grades K-8. Students who arrive between 7 and 7:30AM may make arrangements with Extended Day Care by calling the school office.

7:30AM	Teachers will be present at the classroom door to greet each student
7:50AM	Tardy Bell/Homeroom/Announcements
8:00AM	Classes Begin
11:30AM	Lunch - Pre-k, 5, 6, 7, 8
11:55AM	Recess - Grade 5, 6, 7, 8
12:00PM	Lunch Grade – K, 1, 2, 3, 4
	Recess - K, 1, 2, 3, 4
2:25PM	Dismissal - Bus and Enrichment Outreach Program
2:30PM	Walkers and car pick-up

Teachers supervise students until everyone is dismissed from school grounds or accounted for at prearranged Our Lady of Peace Enrichment Outreach Program.

Enrichment Outreach Program

Enrichment Outreach Program is a separate charge, provided for students from 7:00AM-7:30AM (early drop off) and from 2:30PM-6:00PM (after school care). Call the school office for more information.

SCHOOL PROFILE

From its very beginning in 1953, under the vision of Bishop Emmett Walsh, Our Lady of Peace Parish sought to establish a school for Christian education of its youth.

Our Lady of Peace School was established in Plain Township, Stark County, Canton, Ohio and staffed by an order of Sisters from Emmetsburg, Maryland, The Daughters of Charity of St. Vincent de Paul. The school also serves parishes without schools: St. Anthony, St. John, Canton St. Paul, Little Flower, Canton St. Mary and St. Benedict.

Our Lady of Peace is governed by the Department of Education of the Diocese of Youngstown and follows educational standards as determined by the State of Ohio and the Diocesan Course of Study.

Children at Our Lady of Peace are eager to learn. Standardized testing gives evidence that the majority of our students perform above the 80th percentile in all core areas. Ninety-five percent of all students read proficiently at two grade levels above grade level. We aim to deepen student-learning experiences, to instill confidence, and to stimulate independent achievement. Our Lady of Peace School is located in a residential neighborhood between Market and Cleveland Avenue, NW.

Our school colors are blue and gold. The school mascot is a bulldog, chosen in honor of Gilbert, the pet bulldog of our first pastor, Monsignor Paul Marceau.

ADMINISTRATIVE PROCEDURES

Admissions

Catholic schools of the Diocese of Youngstown are open to children whose parents sincerely seek religiously oriented Catholic education.

Nondiscrimination Clause

Catholic schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions specifically applicable to schools. Our Lady of Peace admits children of any race, color, nationality, ethnic origin, sex, age, citizenship, handicap or disability. We do not discriminate in the administration of our educational and religious policies, financial assistance and scholarships. Privileges, programs, and activities are available to all students.

This policy does not conflict with the priority given to Catholics for admission as students, nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate any practices or doctrines that are inconsistent with the religious tenets of Catholic faith while on school property or at school functions.

Non-Catholic Students

Students of all faiths are welcome and provide a wonderful diversity to the school. The primacy of Catholic religious formation is not altered with the presence of non-Catholic students. Non-Catholic students may be exempt from formal sacramental celebrations, but they must participate in class preparations, liturgies, retreats, other religious functions, and religion classes held during the day. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of students attending our school, parents must be aware that the Catholic position will be taught.

Diocesan/School Initial Admission Requirements

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission. The school sets registration procedures and admission policies on the availability of space and the order of preference for admission determined by the following:

- Families and staff currently enrolled at Our Lady of Peace Parish
- Siblings of children previously enrolled at Our Lady of Peace School
- Children of families who are active parishioners of Our Lady of Peace Parish
- Children of families from other Catholic churches without a school
- Non-parishioner/non-Catholic students who desire a religiously oriented Catholic education

General Requirements for Admission

Admission is contingent upon receipt of the following:

- Completed application form
- Presentation of original birth certificate
- Baptismal certificate for Catholic/non Catholic students
- Proof of adequate immunization as required by the Ohio Revised Code
- Completed Emergency Authorization Form
- Proof of custody/guardianship papers if applicable
- Copy of Social Security Card (if U.S. citizen)
- Registration fee, materials fee
- Educational and health records from previous school.
- If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e. behavioral), which cannot be reasonably addressed by the school, may be denied admission. School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that the information disclosed does not discriminate (automatically prohibit a student from applying).

Student Registration

Information for students already enrolled will be sent home with the youngest child. The non-refundable material fee for each child is due at the time of re-registration unless prior arrangements have been made. **Returning students registering after the specified due date will be assessed \$100.00 in additional tuition non-refundable for late registration.** Registration for new students begins in January. There is a non-refundable student fee of \$150 per student, which is due at registration.

Class Placement

The principal/Administration and faculty reserve the right to place students in a class that is consistent with the results of the students' prior academic records and any admission testing.

Release of Directory Information

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s), guardian(s) name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released for grades K-8th without prior consent, however, the school or the Center of Early Learning will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities. Parent/guardians must use the Waiver/ Right to Object form for student participation in videotaping, audio recording, school pictures, other photography, or Internet use.

Preschool

Preschool is not part of K-8 enrollment, is located in the Center for Early Learning building, has a separate handbook, and will be billed separately. There is a non-refundable \$50 registration fee per student due at the time of registration. Our Lady of Peace offers a 3 year olds classroom and a 4 - 5 year olds classroom. The Center also offers a Transitional Kindergarten program which serves as a bridge for older students who are advanced academically, yet need time to learn more about friendship, assert independence, and examine the world around them. The Transitional Kindergarten (TK) Student is enrolled in the 4 – 5 year old class, but will have a TK Center each day plus individualized attention weekly. Preschool offers the option of two, three, four, or five days a week with either a half day option or all day option. With the half day option, you can chose mornings, 8:45AM – 11:30AM or afternoons, 11:45-2:30. The all day classes run from 8:45AM – 2:30 PM. Early drop off is available for all-day students from 7:00AM –8:45AM and is included in all day tuition. Extended day is available from 2:30PM - 6:00PM for an additional fee.

- Pre-K students, in some districts, may ride the bus if they have older siblings enrolled in K-8.
- Parents may withhold directory information upon signing written request form available at registration.

Kindergarten Admission

Children who reach five years of age by September 30th may be admitted to the kindergarten program. Screening is administered by trained personnel and may be optional for children enrolled in preschool. Questions and concerns may be directed to the office or to the Early Childhood Staff.

Foreign Students

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Non-immigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS). Information needed for a school that has chosen to register with SEVIS and is qualified to enroll an F-1 student is:

- * I-20 Form (if applicable).
- * Diocesan Emergency Care Form
- * State Immunization Form
- * Local Admissions Forms
- * VISA

ATTENDANCE

Diocesan Policy for Attendance Requirements

Regular attendance helps students achieve the goals and objectives of the curriculum. Ohio Department of Education and the Office of Catholic Schools have a set calendar of no less than 178 student attendance days per academic year.

The Diocesan Office of Catholic Schools, Our Lady of Peace, or any of its employees are not responsible for ensuring attendance. This is the responsibility of the student's parent(s)/ guardian(s).

Tardiness

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are asked to help their children develop the habit of punctuality.

Absence/Leaving School

- In the event of absence, for safety reasons, it is the parent(s) responsibility to phone the school before 8:30AM giving the reason and the approximate length of absence. When the student returns, reasonable time limits for make-up work should be discussed with the teacher and will be the responsibility of the family.
- The school will attempt to notify parents who do not call in an absence.
- Unexcused absences may cause serious academic problems (including but not limited to course/grade failure). Administration or the classroom teacher will review the matter with the parents before a decision is made by the administration.
- Students may not leave school grounds except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary). A student may be released from school only with prior written authorization of the student's custodial parent/guardian. Students may not be released from school to a non-custodial parent without written permission from the custodial parent. In addition, the school may phone the custodial parent to verbally confirm the request.
- If a student is absent for more than two hours, it will count as one half day absent.
- Doctor appointments will be counted as tardy, half day, or absence.
- Visiting other schools for the day will count as an absence.

Reporting Procedures

Upon returning to school, students are to bring a note signed and dated by the parent/guardian, which states the reason for the absence. Please notify the school office immediately if the illness is of a contagious nature (strep throat, lice, etc.).

Notify the teacher(s) about the anticipated absence and date of return. Request for assignments may be necessary depending on the length of time absent.

Parents/guardians must report to the office to sign out students for release. Please make an attempt to avoid appointments during school hours and especially during standardized testing weeks in October and March.

Family vacations should coincide with school vacation days. If vacation is taken during school days, parents must notify the teacher and principal of the impending absence. Teachers may choose to send homework and/or have make-up work available upon return. Work is to be completed within one week of return unless other arrangements are made. Students, under the supervision of parents, are responsible for the mastery and completion of work missed during an absence. Work that is not made up will be marked incomplete and graded accordingly. Standardized tests missed because of vacation cannot be made up. When parents, but not children, are on vacation, the office must be informed of:

- The adult in charge, drop off, and pick up plans
- Emergency phone numbers
- Other pertinent information regarding the children

Student Custody and Guardianship

At the time of school entry or at any other time when there is change in custody status/arrangements, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent. ***For safety concerns, parents are responsible for immediately notifying the office of change of addresses and phone numbers.***

Parents are not encouraged to make the school a designated point of parental exchange. It is the responsibility of the parents to arrange and be responsible for transportation changes. Students may be released only with written consent from the custodial parent.

CURRICULUM

The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development.

Our curriculum encompasses sequentially ordered learning experiences provided by the school and follows the Diocesan Course of Study and all State Standards. Basic curriculum includes: Religion, Reading, Language Arts (English, Spelling, and Handwriting), Mathematics, Science, Social Studies/Citizenship, Fine Arts (Art and Music), Health, Physical Education, Library, and Spanish. Algebra 1 is offered as an advanced course for high school credit.

Spiritual Development

The Catholic Church recognizes parents as the primary educators of their children and Catholic school exists to assist parents with family Christian formation. Religion classes are taught daily for at least 30 minutes for all Catholic/non-Catholic children. All children are expected to know the content for assessment.

Every effort is made to make Religion classes relevant and meaningful to our daily living. Our pastor, teachers, parents, and children work together encouraging true growth in faith at all levels. Our religion program is built upon the conviction that, in order to grow, a child's faith-life must be nourished within the family.

Liturgy

The celebration of the Liturgy is an important part of the religious education program of Our Lady of Peace School. On Holy Days and other significant occasions, all students attend Mass. Every grade celebrates Liturgy once a week at an all-school Liturgy. Our students prepare prayer services for specific events, take turns leading Stations during Lent, and lead the Rosary during October and May. Parents are invited to join the students and faculty for these celebrations.

Students have an opportunity to receive the Sacrament of Reconciliation with individual confession at least two times during the school year, Advent and Easter.

Sacramental Preparation

Parents are their child's primary educators with regard to faith sharing. The parish policy for a child's sacramental preparation is a cooperative effort between parents and school. Instructions for Reconciliation, reception of First Eucharist, and Confirmation are included in the school curriculum. Attendance at parental education programs is required for those whose children will receive the following sacraments:

- a. Reconciliation: Children in Grade 2 receive instruction and have the opportunity to receive the Sacrament of Reconciliation prior to receiving First Eucharist. Children in all grades are encouraged to receive this sacrament regularly.
- b. Eucharist: Children in Grade 2 receive instruction and have the opportunity to receive First Eucharist during the class celebration in May.

- c. Confirmation: Children in Grade 8 receive instruction, keep a journal of their preparation and service projects and have the opportunity to be confirmed. Sponsors must be Catholic and their involvement in the child's preparations is highly encouraged.

Each year, classroom teachers will make information available regarding the scheduling of these classes and any fees involved with preparation.

Implementation of Family Life Instruction

Family life is not a separate instructional program but is taught throughout the 9-year curriculum. It emphasizes respect for all life from conception through natural death. This is integrated into the course of study for Religion and Health. An abstinence program funded by Catholic Services and/or Community Services is scheduled during a class and is optional to junior high students. Parents are invited to attend.

Textbooks

Textbooks in all subjects, including religion, are selected by the principal, in consultation with the teachers who choose from approved lists prepared by the Office of Catholic Schools.

Homework

In order to reinforce daily work and develop good study habits, the school promotes homework in all grade levels. The amount of homework a child may have on any day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

A general rule would be that children in grades one through four spend 30 minutes each night reading, being read to, or working on assigned work. Grades five through eight should spend about one hour each night on homework.

Class Supply List

A class supply list, available in the office, will be sent home at the end of the school year.

Field Trips

Field trips are privileges planned by teachers and approved by the school administration. They have educational purposes as their primary objective. Students may be denied participation if they fail to meet academic or behavior requirements. Field trips are considered an extension of the school day and the code of conduct will apply. Cost of field trips vary based upon the event, distance, length of stay, admission price, and travel expenses. *Financial assistance is available upon request.*

Students must have a permission form signed by parent/guardian prior to participating in each activity. Private passenger vehicles may be used with the principal's approval.

The following conditions apply for volunteer drivers:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and must not have any physical disability that may impair their ability to drive safely.
- The vehicle must have a valid registration and must be insured for a minimum of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary; Diocesan insurance is secondary. The driver must provide a copy of proof of insurance that should be kept on file (the insurance follows the car).
- Each child must have access to a seatbelt.
- Drivers should be given directions to the site as well as rules and procedures for student behavior in cars.
- Drivers must not deviate from the scheduled plan (i.e., taking a side trip to an ice cream stand or fast food restaurant).
- The parent or driver will not be permitted to smoke while with the children. The use of a cell phone while driving students is prohibited.
- Parents/Guardians are to be furnished with detailed written information about the field trip.
- For liability and safety, only children enrolled in the school may attend field trips. Parents who drive may not take other younger children.

Sixth grade outdoor education to Camp Christopher may include one or two overnights. Teachers will provide necessary information to students and parents. Teachers may ask for volunteer parent chaperones.

Library

The library collection includes over 10,000 age-appropriate books and magazines that have been bar-coded and may be checked out for home use. Books are to be returned in two weeks. Damaged or lost books become the financial responsibility of the student/parent. Book fines and replacement costs are due before final report cards and student records are released.

Fine Arts

Several times during the year parents are invited to attend events or musicals produced by students in cooperation with music/art teachers and classroom teachers.

Technology

The computer and Internet are integrated into the curriculum in support of education and research consistent with the educational objectives of the Office of Catholic Schools. Our facility is wireless and instructs both Windows and Mac systems. Proper use of technology, especially the Internet, is an important consideration. See appendix for computer-use policies.

INSTRUCTION AND ASSESSMENT

A variety of instructional methods are used to meet individual student needs. Examples include but are not limited to: individualization, small group instruction, large group instruction, self-contained classes, team teaching, computerized instruction, cooperative learning, and auxiliary services.

Sometimes for academic needs, either remedial or enrichment, students will be grouped. Grouping is a TEACHING TECHNIQUE. It is not a reward, a punishment, or a class status.

Student Evaluation

Student achievement is monitored on the basis of objectives stated in the Diocesan Course of Study as well as State Standards, and is incorporated into the teacher's plan for daily instruction.

Grading/ Report Cards

Evaluation of students is based on daily work including but not limited to: projects, portfolios, class participation, effort, cooperation, teacher judgment, and observation.

The purpose of report cards is to present a quarterly assessment of their child's achievement in his/her academic studies. Mid term reports are sent home between grading periods four times a year.

An asterisk on the report card indicates an accommodation and/or modification has been made with curriculum and/or assessment in order to meet an individual's needs. Minor classroom adjustments can be made and are referred to as MA. An MA may be temporary or long term. Parents are made aware of adjustments and work cooperatively with teachers for successful learning outcomes.

Grading System

A: 93-100
B: 92-85
C: 84-75
D: 74-67
F: Below 67

Codes for Religious and Social Development

O - Outstanding
S - Satisfactory
P - Progressing
N - Needs Improvement

Study skills needing improvement are indicated for the appropriate subject area(s).

Students with Special Needs

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/ psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after the student has been accepted will be addressed in compliance to rules of IDEA as apply to chartered nonpublic schools in the State of Ohio. Students with disabilities are expected to follow the school policies.

The classroom teacher, the parent, or other personnel may refer a student needing special help or a modified educational program to the principal. The principal and person referring the child will discuss the student's special needs with the parents. Parental notification is required for special services whether provided through Our Lady of Peace School or by Auxiliary Services personnel.

Promotion/ Failure Policy

Promotion is based on the satisfactory completion of respective grade level work. Our goal is to assist students in successfully completing each academic year. However, the repetition of a grade is recommended when deemed advantageous in addressing the particular needs of the student.

Teachers will notify parents if their child is not progressing satisfactorily or does not meet criteria for promotion. A conference will be held with the parents, teacher, principal, and other school personnel. If determined that additional educational support may enable a child to be placed into the next grade, a plan will be implemented to provide for the student various educational interventions including but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this plan serves as the condition for placement into the next grade.

Students who fall below expected levels but would not benefit from being retained may be "placed" in the next grade level with a plan for adjustments, as a condition for placement. As early in the year as possible, the teacher or principal will contact parents of students who may benefit by repeating a grade.

Academic Recognition

Academic recognition is intended to be motivational. It is not included in the permanent academic record. Parents are reminded to keep these honors in perspective, and to recognize their child's best efforts.

Student-Parent-Teacher Communication

Folders sent home weekly contain an update of the school calendar with important events, bulletins, and messages from the Parish, faculty, staff, and school organizations. Memos may need to be returned in a timely manner (lunch menus, field trip permission forms, etc), therefore, we recommend that parents review the information upon receipt. Other means of communication with parents is through news letters from the office or from individual classroom teachers, parish bulletin announcements; phone broadcast system, notes sent home, and notations in assignment books.

Conferences are scheduled in November and February, but in the interest of students, may be requested any time throughout the year. Conference information and schedules are sent home and returned with the child. **Students are required to be part of the academic conference** and to review a portfolio of his/her work.

Appointment Scheduling with Principal or Teacher

In most cases, parents should contact a teacher with any student or classroom concerns before seeking intervention by a school administrator. Phone messages for teachers will be accepted from 7:30AM to 3:00PM. Teachers will return calls at their earliest convenience.

Class time belongs to the process of educating children; therefore, classroom interruptions are not appropriate during the school day. Please notify office personnel if you wish to make an appointment.

Testing

Students involved in cheating during a test/quiz will be dealt with on an individual basis. Consequences may include, zero credit for the test/quiz; notification of parents; another form of testing for content knowledge; parental signature; it will be marked on the quarterly report card; or other consequences deemed appropriate by the teacher/administration.

Testing programs are intended to assist teachers and administrators in a systematic evaluation of academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in the revision of curriculum and instructional planning.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

- Students in grades five and eight will take the Assessment of Catechesis/ Religious Education (ACRE).
- Students in grades two, four, and seven will take the Iowa Tests of Basic Skills (ITBS) and the Cognitive Abilities Test (Cog AT).
- Students in grades K, one, two, three, five, six, and eight will take the Iowa Tests of Basic Skills (ITBS).

- Students in grades three, five, and eight will take the Off-Grade Writing Proficiency Tests.

Graduation Requirements/Ceremonies

The school does not guarantee students awards of degree or certificate of satisfactory completion of course of study. In order to qualify for graduation, students must satisfactorily complete (by obtaining a passing grade) all required courses for credit, satisfy financial obligations, and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations). Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

Access to Records

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records. If the education records of a student contain information about more than one student, the parents are limited to the specific information about their child only. The school administration may elect to provide for parents, at-cost photocopies of their student's educational records that have been stamped "unofficial copy".

Transferring to another School

The school must receive written notification from a student's custodial parent/guardian regarding a decision to transfer to another school. Notification must include the last day the student will attend classes. All school-owned materials such as textbooks and library books must be returned to school and all fees must be paid before leaving. In cases of unmet financial obligations, health records and testing results, which have been obtained through state or federally funded programs, will be forwarded. Scholastic information will be forwarded to the new school upon receipt of a signed "Release of Student Records" form. Tuition and all fees MUST BE PAID prior to the release of the student's records. Students transferring or withdrawing are required to complete an Exit Form available from the school office. Mid year transfers, except for employment relocation outside of Stark County and its contiguous counties, will incur a fee of \$85.00. Parents may not hand-carry records to another school except under extraordinary circumstances.

DRESS CODE

The uniform policy fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the classroom teacher/principal. Parent Association sponsors a used uniform exchange/sale several times a year.

Children should dress appropriately for weather conditions including boots or change of shoes on snowy days. Hats and gloves are to be worn for cold weather because children will go outside for recess in cold conditions. Some days, considering temperature and wind chill factors, students will be outside for shorter periods to provide a fresh air break.

School Uniform Policy (Grades K through 8)

There is no uniform policy for Preschool.

Parents-- Please review this policy with your children. With your assistance you can avoid the inconvenience of being called to bring appropriate clothes to school. If you are in need of financial assistance for uniform purchases, please contact the office.

Pants and Shorts

- Grades K through 7-color: Navy Blue
- Grade 8-color: Khaki/Beige or Navy Blue
- Classic traditional dress pants/shorts available at (If styles comply, Wal-Mart, Target, Kohl's, Lands End, etc)
- Girls' pants & shorts **must be pleated or flat front** purchased only from School Bells or Lowery Uniform stores, straight or regular leg, side slant pockets. Boys' pants/shorts have the option of flat front
- Cuffs are optional
- Pants/shorts must sit at the waist and should not be tight fitting, oversized, or baggy (no more than 2" when pulled from the side); low waist, midriff baring styles are not acceptable
- Dress belts must be worn in belt loops; belts should be plain navy, brown or black without decoration
- Shorts may be worn from the start of school in August until September 30 and from April 15 until the end of the school year in June
- Shorts must be hemmed to just above the knee
- The following **do not conform** to the dress code: cargo pants, extra pockets, stretch fabric, flared legs, large labels, rivets, jeans style

Option for girls available at School Bells or Lowery Uniform stores:

- **Plaid jumpers**—Grades K through 4
- **Plaid skirts**—Grades 4 through 8
- **Plaid skorts**—Grades K through 8

Items must be hemmed to just above the knee.

Shirts and blouses

- Colors: solid white, powder blue or navy
- Long or short sleeves
- Knit, golf style shirts with 2 or 3 buttons or
- Traditional Oxford dress shirts
- Shirts may not be tight fitting or oversized; stretch fabric is not allowed
- Turtleneck tops are to be worn under a sweater, jumper or vest
- All tops must be long enough to stay tucked into bottom attire

Sweaters and Sweatshirts

- Color: solid navy or solid white
- Plain cardigan, v-neck or crewneck pullover style, or sleeveless vest
- Turtleneck sweaters are not considered part of the uniform.
- Only the OLOP gym sweatshirt (grey with school logo) may be worn with the uniform. No hooded sweatshirt or other apparel conforms to the uniform policy
- Jackets may not be worn in school

Gym Uniform *New for the 2012-2013 School Year!*

- New gym uniforms available in the school office. Every student must have the new gym uniform. The student may not wear the old gym uniform.
- Blue T-shirt with double cross
- Blue pants with double stripes
- Blue jacket with double stripes and Cross—May be worn with school uniform
- It is mandatory that Students wear shorts for gym at every gym class. Students may not wear their blue pants with stripes for gym class. Students may wear their gym pants over their shorts during the winter months

Shoes and Socks

- Dress shoes in black, brown or navy with hard soles required
- No athletic shoes conform to the uniform policy; they are to be worn only on gym days
- **The following do not conform to the dress code:** sandals, backless shoes (mules), platform shoes or any other footwear that does not completely cover the foot. For safety reasons, this also applies to out of uniform days.
- During the snow season boots are to be worn to school, and the student should carry shoes to be worn in school.
- Socks are to be plain white or navy. They must be visible above the shoe; **“no-show” socks do not conform.**

- When scheduled to serve at daily/weekend Mass, students are asked to wear dress shoes

Miscellaneous

- Hair length for boys **must** be above the collar in the back, the ear lobes on the side and above the eyebrows in the front
- No trendy hairstyles, two tones, extreme hair cuts, nor artificial hair coloring
- No make-up, including colored lip gloss
- Clear nail polish only
- Jewelry: one necklace worn inside, one bracelet per arm and one ring per hand. No hoops for safety concerns. Girls only may wear one stud earring per ear lobe.
- No body piercings
- No tattoos

Out of Uniform Days

Students may not wear short shorts, tight fitting clothes, midriff, string or tank tops. FOR SAFETY, no flip flops, high stacked heels or platform shoes. Shoes must be safe for the stairs and the playground.

Violation of Uniform Policy

Students not following the dress code will receive:

- Student and teacher discussion about the uniform policy
- Assistance and/or support to obtain uniforms if necessary
- An agreed-upon length of time to allow for modifying clothing
- Students may wait in the office during school hours until the parent/guardian brings appropriate clothing that complies with the policy

Uniforms are worn from the first day of school through the last. Out of uniform days will be announced in advance. Scout uniforms may be worn on meeting days throughout the school year. Uniforms are not worn on Picture Day.

DISCIPLINE

Student Behavior Expectations

In order to provide a learning atmosphere of care and concern there must be discipline in the classroom and in the school. Discipline teaches self-control and instills a Christian respect for life. Students and parents assume a responsibility for compliance with school rules. Sacrifice and compromise are part of working toward the common good.

In requesting registration at Our Lady of Peace School, both students and parents agree to comply with and support the discipline policies and regulations.

Characteristics of an Our Lady of Peace School student:

- *Appreciation of a Catholic education; eager to learn about the Catholic faith*
- *Reverence at prayer and religious activities*
- *Participation in liturgy with prayer and song*
- *Service, care, and respect for self and others*
- *Speech and action which reflect Christian values*
- *Truthfulness at all times; demonstration of Christian leadership*
- *Personal responsibility for an atmosphere conducive to teaching and learning*
- *Confident in ability; quality assignments and class work*
- *Cooperation with adults who assist throughout the school day*
- *Respect for parish, school, and personal property of others*
- *Behavior that ensures safety of all students*
- *Regular attendance and punctuality*
- *Appropriate behavior to and from school*
- *Cooperation with bus drivers and safety patrol*
- *Well groomed and compliant with dress code*

The school reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy.

Support of Teachers

Faculty and staff support Christian character development by:

- Personal attention and interest in each student
- Discussion with students about appropriate behavior and self-discipline
- Notification of parents when there are repeated concerns about character development or discipline
- Parent/student conferences, scheduled or as requested

- Fostering quality relationships between students

Lunchroom Regulations

Students are to clean up after themselves. They should be in their seats at all times unless getting milk, snacks, or during dismissal. Students are encouraged to use good table manners and to speak in a moderate tone of voice. Throwing food or using food for games is not acceptable. For safety reasons running cannot be permitted. Students whose behavior is consistently unacceptable will be isolated from their homeroom group for lunch. Children are expected to give adults who help in the lunchroom and on the playground the same respect as that given to teachers.

All students' lunch boxes and bags are to be marked clearly with the child's name and homeroom.

Playground Regulations

Students must obey playground supervisors and remain in designated areas. All students are asked to play away from doors and windows of the building. Fighting, tackling, tripping, pushing, pulling, etc. are forbidden as serious injury could result. Students may not throw snowballs, rocks, or hard balls. Only Nerf balls and balls provided by the school are permitted. Eating is not permitted on the playground. All supervising adults are to be respected as teachers. The discipline code is enforced in and out of the classroom.

Students are not permitted to leave school for any reason without written permission from their parents.

Bus Regulations

- Students shall arrive at designated bus stops before the scheduled time and wait in an orderly manner, off the roadway and without destroying, damaging or littering private or public property.
- Students shall ride only their assigned bus to and from school, unless they have written authorization from a parent/guardian approved by the school principal and the driver.
- Students shall be responsible to the bus driver and shall follow their directions while on the bus.
- Students shall conduct themselves on the school bus as they would in the classroom. Reasonable, quiet conversation is permissible. At railroad crossings and other danger points, absolute silence must be maintained.
- Students shall not eat or drink on the bus and shall not damage or litter the school bus. Nothing shall be thrown out of the bus nor shall students extend themselves or any objects from the bus. **Opened or closed window positions are at the discretion of the driver.**
- Students shall sit up to three in a seat and no standing is permitted. The driver, for evacuation purposes and to maintain order, may assign seats. While students are on the bus, animals or any dangerous materials/objects that may interfere with safe operation of the bus shall not be transported.

- The driver has authority to enforce the above regulations. Continued disorderly conduct or refusal to follow the regulations or directions of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse transportation due to misconduct, school administration shall notify the parents. **Riding the bus is a privilege that can be taken away for the safety of others. Bus issues are usually between the district and the family.**
- Parents shall be responsible for meeting bus schedules, safety and conduct of their children going to and from bus stops, damage to any bus caused by their child, and damaged property while riding or waiting for the bus.

Sexual Harassment - Students

Sexuality affects all aspects of the person including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

The following list is not meant to be all-inclusive but intended to provide guidance as to what may constitute harassment and will be handled according to student behavior code.

- Verbal sexual abuse
- Disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities.
- Obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature. Spreading sexual rumors/ innuendoes.
- Obscene t-shirts, hats or buttons.
- Touching oneself sexually in front of others.
- Obscene and/or sexually explicit gestures.
- Any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If allegations are sustained, disciplinary actions will be taken. Depending on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- Verbal warning/reprimand and apology to the victim.
- A parent/ student/principal conference.
- Written warning/reprimand and parent notification entered in the student's file.
- Detention or removal from selected school activities and/or extracurricular activities.
- Behavior/probation contracts, possibly requiring professional intervention.
- Suspension and/ or expulsion.

Discrimination / Harassment / Bullying

Our Lady of Peace School students and staff say the Peacebuilder Pledge every day. Respect for human dignity and all persons is part of our core Catholic belief and Social Justice teaching

All persons associated with our Catholic Schools, including but not limited to, the administration, the staff and the students are expected to conduct themselves at all times, so as to provide an atmosphere free from discrimination of race, color, nationality, ethnic origin, sex, age, marital status, citizenship, handicap, or disability.

We prohibit verbal or physical conduct that denigrates or shows hostility or aversion toward an individual with the purpose or effect of intimidation, creating a hostile or offensive environment, unreasonably interfering with an individual's performance or adversely affecting individual opportunity. This includes words or actions on school grounds or at a school sponsored activity, which are repeatedly intended against the same person. Words and actions may include physical intimidation, assault, extortion, oral or written threats, teasing, putdowns, name calling, gestures or actions, cruel rumors, false accusations and social isolation.

Anyone witnessing or receiving reports of any of the above should report their concern to the school administration. Every attempt should be made to resolve the situation at the local level. If the issue is not resolved, a procedure to follow is included in the Administrative Handbook, available in the office.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151. 421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe," (ORC 2151. 421), that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when:

- The recipient is physically touched without his/her consent in a sexual manner;

- Is expressly threatened or perceivers a threat of physical harm for purposes of the offender's sexual gratification.
- Is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public, Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

Gangs

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or expulsive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Weapons

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises. ORC SEC, 2923,1212, A valid concealed-carry-permit does not authorize the licensee to carry a weapon onto these premises.

A" WEAPON" is any instrument or device designated primarily for use in inflicting death or injury upon a human being or animal, and/or which is capable of inflicting death upon a human being when used in the manner for which it was designated. An instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon a human being, is a weapon. Weapons include but are not limited to any kind of gun, dagger, razor, knife, brass knuckles, stun guns, and other dangerous objects. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

Substance Abuse

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances.

Students who unlawfully use, consume, possess, or distribute drugs and/or alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (including firecrackers and/or any explosive device that would bring potential harm to people

and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.

The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale, or possession of drugs or alcohol on or near school property, or at school-sponsored events, the student would be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

Student Responsibilities

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

Fighting, wrestling, hitting, kicking, punching, even in jest, is never permitted. Fighting back is not acceptable. When a child is punched, pushed, etc., he/she must not retaliate and immediately report the incident to an adult.

Care of School Property

Students are to care for school property inside and outside in a respectful manner and will make financial restitution for defacing or damaging school property or the property of others. If library books or text books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the librarian, teacher, or administrator.

Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended. We encourage student responsibility to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school.

Our Lady of Peace School does not assume responsibility for toys, collector cards, cameras, radios, MP3 player, headsets or any listening devices, cell phones (see *Telephone use*), electronic devices, and similar items brought to school by a student. **Parents are asked to see that these items are kept at home. If these items are brought to school and confiscated, parents are asked to pick them up after a one week period.**

Students are not permitted to bring to school items such as the following: knives, and sharp objects, matches and lighters, firecrackers, firearms, alcohol, drugs or drug paraphernalia, skateboards, water pistols.

Searches

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal possessions on school property (e.g. automobiles, etc.) or at school activities may be conducted by school administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of students to voluntarily submit to a search shall be presumptive evidence of existence of contraband and grounds for appropriate disciplinary action.

Lockers and desks are school property and are subject to searches by school authorities to protect the welfare of all students. A student to whom a locker or desk has been assigned has shared use of the locker or desk but has no proprietary rights versus the school.

Consequences

Because it is impossible to foresee all problems that arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community), which, even though not specified, violates the spirit, philosophy, and code of conduct of the school. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited.

Students who lack self-discipline or who violate the rights of others can expect disciplinary consequences up to and including suspension and/or expulsion. Offense will be dealt with on an individual basis according to the age of the student and the nature of the infraction. Verbal or nonverbal threats are not acceptable. Toys resembling weapons are not permitted. "I was just kidding," or "I didn't mean it," will not excuse unacceptable behavior.

The following are some approved disciplinary measures that may be used in any order depending on severity and repetition of infraction:

- Appropriate verbal reprimand
- Conference with student and/or parent(s)
- Isolation from the group with supervision (e.g., time-out)
- Temporary removal from the classroom
- Loss of privileges

- Referral to office
- Meeting with parents, principal, pastor
- Supervised detention in school, after school, before school
- Disciplinary contract

Suspension

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. Diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense that can be addressed through counseling as in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of duration to allow counseling to occur.

Reasons for suspension include but are not limited to:

- Use of violence, force, threat, coercion or other conduct that violates the safety of others. Police may be informed of these incidents.
- Possession and/or use of a weapon. Police must be informed. Vandalism, destruction or theft of school property.
- Offenses involving possession, use or being under the influence of drugs, alcohol or other chemical substances.
- Repeated disregard for school rules and regulations.
- Other behaviors serious enough to warrant a student's removal from school.

Expulsion

Expulsion is the most serious disciplinary action taken by Diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school moral, safety and/or when the student remains incorrigible. Only the Superintendent of schools may expel a student. In Diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school record and withdrawal papers will so indicate that, unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public School.

Our Lady of Peace School will not tolerate disrespect for teachers and students by using threatening words or actions. For safety of the entire school community the parents will be notified. In some instances the police will be notified. If deemed necessary by the principal, the Diocese will also be notified.

Actions and language come from our thoughts and experiences. Together, the home and school must form good consciences in our children. Each family is asked to work together with the school to curb and monitor the use of inappropriate TV, movies, music, and video games; that we PRAY over concerns and problems and PRAY FOR ONE ANOTHER. If we want to end the plague of violence in our culture then it is up to each one of us to take an active role in working for peace and being filled with care for one another.

STUDENT HEALTH

Parents and guardians have primary responsibility for the health and well being of their children. School health services supplement, rather than substitute for, parental care and concern for the health of the students. The school health aide will ensure correct information on health records and arrange for vision and posture screenings.

Infectious/ Communicable Diseases

The protection and welfare of each individual student is important in the schools of the Diocese of Youngstown. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health guidelines or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption Form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.

The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease. **Students infested with head lice are excused from school until the head is free of lice and nits.**

Accidents and First Aid

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/ staff member and/or principal, the school is authorized to render reasonable basic first aid as such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. Staff may use only ice, band-aids, soap and water when treating cuts and/or scrapes. Attempts are made to contact parents when injuries have the potential to become serious.

If necessary for a student to be taken to a doctor or hospital for emergency treatment, the parents shall be informed as quickly as possible. A parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital. The Emergency Medical Authorized Form should be taken with the student.

The school shall be held harmless from any cost or expenses associated with the professional diagnosis and/or treatment provided including but not limited to the cost of transportation. Such costs or expenses are the responsibility of the injured party or, if a student, the student's parents/guardians.

Illness

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home in order to reduce the risk of infection to other students.

Medication

All medications must be kept and dispensed in the school office. Forms for the permission to dispense prescription or over-the-counter medication are available in the school office and **MUST** be signed by a doctor and must accompany all medication sent to school. This includes Tylenol, Tums, and cough drops.

SCHOOL POLICY FOR ADMINISTERING MEDICATION TO STUDENTS

Taken from "Administrators' Handbook", Office of Catholic Schools and written in accordance with State Law Am SBA-262.

Prescription Medication:

- Parents must sign form supplied by the school granting the school permission to administer the medication.
- A statement signed **by the doctor** prescribing the drug must be attached to the parent's permission form. (Forms are available from the school office for your convenience.) The doctor's order must include:
 - a. Student's name, address, school, and class
 - b. Name of drug, dosage and interval of time when dosage is to be given
 - c. Date the administration of medicine is to begin and end
 - d. Any severe reactions that should be reported
 - e. Any special instructions for storing, etc.
- Medication must be in its original container with the pharmacy label intact.
- Permission form, doctor's statement, and medication **must be brought to the school by the parent.**
- The parent agrees to notify the school immediately of any change in the information submitted.

NOTE: Unused medication will be returned **only to the parent and/or will be discarded at the end of the school year.** Parents are responsible for claiming unused medication within one week after no longer needed or one week after school year ends.

Self-Medication:

In special cases a student may be allowed to self-administer prescription medication. A medication dispensing form must be completed. Medication will be kept in the same place at school where other prescription medications are kept. Student must administer medication in front of school employee designated to administer other medication so a dispensing log may be kept.

Non-prescription Drugs:

There is no law that protects school employees from liability when non-prescription medication is dispensed. Sending non-prescription medication to school is asking the employee to assume the risk of a lawsuit, in addition to adding to that employee's already long list of responsibilities.

If necessary to request that a non-prescription medication be given in school, the same rules that apply to prescription medication **must** be followed.

1. Parents must sign the permission form supplied by the school. This includes getting a signed doctor's order for the medication.
2. Medication must be brought to school by parents in its original container.
3. Container should be labeled with the student's name and class, dosage and interval or time to be given, and date administration of medication is to begin and end.

Chronic Medical Conditions of Students

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. With parental written consent, there may be occasions when it would be helpful for the school to communicate with the physician regarding possible effects of medication on school behavior and/or special emergency procedures to know about.

SAFETY

School Closing/Inclement Weather/Emergency Dismissal

When Plain Local Schools are closed for weather related reasons, Our Lady of Peace is automatically closed. Only in an unforeseen emergency will Our Lady of Peace be closed when Plain Local schools are in session. School cancellations will be announced on WHBC RADIO (1480 AM or 94 FM) or in some instances Parent Broadcast phone system.

School is in session a minimum of 178 student attendance days with Ohio law providing for five calamity days (inclement weather or other non-weather related emergencies). On any day in which classes are canceled due to severe weather conditions, all other school-related activities, school-sponsored social events, meetings, extracurricular activities, or athletic events/ practices held on or away from school property shall likewise be canceled on that day or evening. An exception is made if the host team for an athletic event is in session. Parents will be notified in writing if excess calamity days will be rescheduled.

Fire/Rapid Dismissal/Tornado/Emergency

Fire and tornado drills are intended to promote an orderly evacuation for all children in all locations. Tornado drills are conducted periodically. Fire drills are practiced monthly. Rapid dismissal and crisis drills are also scheduled throughout the year.

Our crisis management plan defines procedures in the event of a lock down, an emergency early dismissal or evacuation. Should Our Lady of Peace School have to dismiss early due to an emergency situation, an attempt to notify parents will be made while following the crisis plan which is compliant and updated with Stark County emergency officials. **See appendix.**

School Visitors

Immediately upon entering the school grounds, all persons, other than school staff and currently registered students, must first report to the school office. Visitors park in front of the church and sign in at the office to receive a visitor's pass.

For security reasons, please bring forgotten lunches or gym clothes to the school office. **DO NOT GO TO THE STUDENT'S CLASSROOM.**

Telephone Use/Messages for Students

Students may not use the office phone without written permission from their teacher. In case of an emergency, messages will be taken in the school office.

Cell phones and other electronic equipment are not permitted during the school day. We respect parent's decision whether or not your child has a cell phone. We ask that you respect our reasoning for insisting that cell phones at school be turned off and stay in the book bag from the second your child gets on the bus until he/she gets off, or until he/she gets picked up from school, no matter what the time. Violations may result in confiscation of the item(s).

Transportation/Parking

- Parents should review all busing guidelines with their children.
- Plain Local, North Canton, and Canton City School Districts transport students. Bus regulations vary in the three districts, therefore, parents and students should familiarize themselves with policies that apply to their specific district. A copy of these regulations can be obtained through the district.
- Bus schedules are prepared in August by the school districts that inform families of pickup times and locations prior to the start of school. Questions and concerns may be addressed with bus district coordinators.
 - Plain Local: 330-492-1918
 - North Canton: 330-497-5615
 - Canton City: 330-456-6710
- During the first week of school, students in grades K, 1, and 2 will wear a small card attached to their bookbag listing their name, address, phone number, school and grade, school busing district, and bus number for AM or PM. Busing delays can be expected during the first few days of school.
- Teacher and/or Safety Patrol supervise during the arrival and departure of buses. To increase safety and provide accountability, upper students escort younger students to the buses and assist in keeping order on the bus.
- Buses utilize the rear school parking lot to deliver and pick-up students. As this area is also used for recess, all vehicles are restricted from using the rear parking lot throughout the day. This is for the safety of all students.
- For mornings only, parents may use the west driveway to drop students off at Door H, exiting through the lower playground gate. Safety patrol assists students to classrooms. Parking in front of the church is also available. Please do not park in handicap spaces or block the driveway. At dismissal, teachers will accompany walkers and car riders to 39th Street for pick-up. We ask that parents assist students.
- Parents whose children walk or ride bikes must familiarize them with safety regulations and the bus/car transportation areas. A bike rack is located behind the back West door.
- Students who ride bicycles to school should walk their bicycles to the bike rack once on school property. Students are responsible for their bicycles and locking them is recommended. No skateboarding is permitted on school property before, during, or after school.
- All students must go directly home after school unless parents provide the school written information indicating other arrangements. These arrangements must be made before the child leaves for school in the morning, given to the teacher, and approved by the office.

A parent may request, by a note to the driver, that a child ride the bus with a friend. Transportation request notes from parents must be presented to the student's homeroom teacher and approved by the principal. Some districts or drivers may deny the transfer and/or transportation. Parents assume responsibility for the safety and conduct of the child when such a request is granted.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Participation

Co-curricular and extra-curricular activities are a privilege and require parental permission. Students must comply with academic requirements and the code of conduct.

Altar Servers

- Altar servers assume a serious and honorable responsibility. They must be punctual and dependable. They are scheduled for daily mass, weekend liturgies, weddings and funerals.
- Boys and girls in grades 5-8 are encouraged to be altar servers.
- Information regarding training is distributed through the school and parish bulletin.
- Servers unable to keep the scheduled commitment are expected to arrange for a substitute.
- Students excused from classes to assist in various church services are responsible for missed classroom work. Teachers are available for questions and clarification of assignments.

Safety and Bus Patrol

The patrol is composed of upper level students, whose duties are related to safety and assistance in loading and unloading school buses, escorting younger students to and from the classroom, raising and lowering the flags, greeting and directing guest visitors, roping off driveway access, and when necessary assisting adults supervising playground areas.

Athletics

Our Lady of Peace School Athletic Program strives to instill discipline, confidence, and a sense of values and fair play among those who participate. All diocesan athletic programs for grades 7 and 8 are to be members of the Ohio High School Athletic Association (OHSAA). ***See appendix for Athletic Handbook.***

Participating students must have proof of an annual physical and evidence of health insurance. *Catastrophic health insurance is available through OHSAA, this coverage begins after the first \$25,000 of expenses.*

- Seventh and eighth graders may participate in inter-scholastic athletics. Football is offered for boys and volleyball and cheerleading for girls. Basketball, golf, and track are available for both boys and girls.
- General policies of the athletic program are sent home in May/ June with all the 6th and 7th graders, along with the Students Participation Physical Exam form, insurance form, and Ohio High School Athletic Association Athletic Eligibility information Bulletin.
- Academic guidelines for participation in athletics will be based on the standards set forth by the Ohio State Department of Education. These are in conjunction

with the Ohio High School Athletic Association, the Youngstown Diocese, and specific guidelines for Our Lady of Peace athletes.

- Parish sports (football, basketball, volleyball, and track) for younger grades are formed contingent on interest and parent volunteers and with the approval of the pastor.
- Parents and students are asked to sign an athletic contract at the beginning of the sport.

Should the necessity arise, schools may arrange for the transportation of student athletes by Ohio State Patrol inspected and approved school buses or by licensed public or private bus conveyance.

Cheerleading

All eligible girls may participate as cheerleaders at games and at school rallies. The advisor determines practice sessions. While uniforms are provided, each student must supply their own shoes, socks, and body suit.

Scouting Programs

Brownies, Girl Scouts, Cub Scouts, and Boy Scouts have been active at Our Lady of Peace for over 50 years. Programs emphasize service, citizenship, international friendship, and character development activities. Information related to Scouts is sent home and available in the school office. All scouting programs are dependent on the availability of good adult volunteers. The troop leaders determine individual troop meeting times. Scout uniforms may be worn on meeting days.

Choir

Student choirs are an opportunity for children to take part in the Liturgy. Practice is usually before Mass in the church under the direction of the Parish Music Coordinator.

Band

Fourth through eighth grade may take part in band as a once a week extra-curricular activity contracted with a third party for a fee. Rental instruments are available. Band includes a one-half hour group lesson. 3rd and 4th grade practices together and 5th-8th grade practice together. It is the student's responsibility to get material for missed assignments. Families are invited to concerts twice a year.

MISCELLANEOUS INFORMATION

Lunch/Milk Program (if applicable)

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard for race, religion, color, sex, age, handicap, or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Security of Agriculture, Washington, DC, 20250.

Breakfast is offered for a minimal charge. This is optional. Students will be given information about serving times, menu selection and costs. Milk and other drinks are available for purchase.

Our Lady of Peace lunch/milk program is optional for students and is dependant on volunteers. Menus are provided in advance and returned with payment. A variety of menu items are available. Drinks are paid with the menus. As a general rule, there are refunds due to absences and will be credited at the end of each month on the next menu.

School Pictures

All students are photographed each year. Purchase is optional and information is sent home with students about various packages, including optional bonus packages for school photos taken. Students may dress up for picture day. Throughout the year, candid photos of students are placed in the hall. All students will be pictured in the yearbook.

Birthdays and Parties

Invitations may be distributed at school ONLY if all children, all boys, or all girls in the class are invited. Classroom birthday treats are permitted.

Lost and Found

Please label all school items including clothing. An item found but not labeled will be placed in the lost and found. If not claimed in a reasonable time these items will periodically be donated to Good Will.

PARENTAL ROLE

In this handbook, the term “parent” refers to a student’s natural or adopted parent, non-parent legal guardian, or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Modeling and supporting practices of the Catholic faith
- Attending weekend Mass
- Supporting the school’s mission and commitment to Christian principles
- Supporting school policy and the authority of pastor, administration, and teachers
- Participating fully in school programs developed to support education
- Remaining informed about and involved in the religious and academic instruction of their children

Parent Organizations

All parent organizations and committees sponsored by the school cooperatively meet certain needs of Our Lady of Peace. All organizational activities and all materials prepared by parent groups must be submitted to the principal for approval prior to implementation and/or distribution. Some activities must have prior approval of the Pastor. All aspects of parental involvement are accountable to the pastor and principal.

Purpose of all parent committees:

- To serve in an advisory capacity to support the principal/administration.
- To provide a means by which parents can respectfully articulate their values and expectations regarding the school so they can be examined and addressed by the principal/administration.
- To support and promote quality Catholic education at the school.
- To encourage Catholic values of family life.
- To unify parents in an effort to raise yearly funds for the school.

Organizations:

- **School Advisory Committee**: Consists of nine representatives; the pastor, principal, two faculty members, and five elected/appointed members who each serve a three-year term. The purpose is to consult and to help develop policies at the request of the pastor and principal.
- **School Parent Association**: All parent/guardians are welcome to join this organization. The purpose is financial fundraising to support the school mission and vision and to assist with volunteer coordination of school programs under the direction of the principal.
- **Men’s Club/Athletic Booster Club**: Open to parents and other parishioners to promote fundraisers in support of school and parish athletic programs.
- **Marketing Committee**: Consists of pastor, principal, parents, and parishioners to promote Catholic education within our community and to develop marketing strategies specific to our school. The committee meets quarterly and as needed.

- Technology Committee: Consists of the principal, technology coordinator, computer instructor, and interested parents. The purpose of this group is to assess, update, and implement information technology.

Volunteer Program

There are many additional opportunities for parents, guardians, grandparents, friends, and parishioners to become involved in activities at the school. Volunteers assist the school in many areas and are always welcome. Please contact the school office if you are able to help. Volunteers assist the school in the following capacities:

School-Parent Association	Office Aides	Cafeteria
School Advisory Board	Playground Monitors	Library
School-Parish Finance	Tutoring	Computer
School Athletic Programs	Monitoring Classrooms	
School-Safety-Maintenance	Boy/Girl Scout Programs	
Special Classroom Program	Drivers for school activities	

For the safety of children and to meet the requirements of the Bishop's Sexual Abuse Policy, all employees and volunteers are required to be fingerprinted and have a background check. The report is sent to the Diocese and is also kept on file in the school office. Finger printing is done at Walsh University. The cost is the responsibility of the employee/volunteer.

Guidelines and Implementations of Regulations and Policies

Because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and take appropriate action for any situations not specifically referenced in this manual. In view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and community of faith. The school may modify this handbook after reasonable notice to the parents/students of the effective date of any changes. Any section headings are convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind. Upon receipt of this handbook, parents are required to sign a form stating they have read the regulations and will support school/diocesan policies. Failure to have a signed form on file will not prevent the school from enforcing regulations, but could prevent a student from enrolling (or continued enrollment) in school.

FINANCES

Tuition and Educational Fees

Our Lady of Peace School/Parish Finance Committee yearly reviews tuition and educational fees. Rates vary for active parishioner of Our Lady of Peace, non-parishioner who is a registered member of another Catholic Parish, and non-Catholic. Report cards and transcripts are withheld until all financial obligations are met.

An active parishioner is one who is registered in the parish of Our Lady of Peace, attends weekend Liturgy with their child, models and supports practices of Catholic Faith, and contributes to the financial support of Our Lady of Peace Parish through weekend offertory envelopes.

- Tuition rates see appendix
- Payment arrangements are with the Parish bookkeeper
- Tuition may be financed through the FACTS plan available to all families; FACTS provides tuition payment installment plans. Brochures are available at the school/parish office
- Parishioner financial aid information is available upon request. Eligibility is confidentially determined through an independent Financial Aid Service located out of town. Applications received after the due date will be reviewed but may be too late to be considered. **FAMILIES WHO HAVE RECEIVED A GRANT IN THE PAST MUST APPLY EACH YEAR IF THERE IS A NEED**
- Scrip Program is a way for families to reduce their own tuition. Registration and order forms are available in the office. Over 50 stores and businesses offer dollar-for-dollar gift cards to be redeemed as cash. At the time of purchase families are credited with a rebate percentage which is reflected on the tuition statement for the following year

Fundraising

Any program for fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with school or parish collections and fundraising projects.

In addition to paying tuition, every family is required to volunteer throughout the year in an attempt to reduce expenses and/or raise money in support of the mission of Our Lady of Peace School. In lieu of volunteer services, additional tuition may apply.

Tuition Assistance

Through the generosity of parishioners, Our Lady of Peace School has a tuition assistance fund to help ensure that no family will be denied a Catholic school education. Tuition assistance applications are available in the school office. A private aid service is used to help assess each family's degree of need. All requests are treated confidentially. Within the limits of these funds, every effort is made to respond

to family need. It is assumed that a family who benefits from tuition assistance will contribute to the fund at a later date to help another family afford Catholic education. If there are special financial needs, please contact the principal.

Diocese of Youngstown Tuition Assistance Program Application Process and Requirements

- All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from (available in English or Spanish) along with a processing fee payable to the private scholarship/ financial-aid processing service designated by the school.
- Students must attend or be accepted by a Catholic school of The Diocese of Youngstown to be eligible for funds.
- The deadline for submitting application to the Scholarship Assistance Service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
- Scholarship funds will be paid directly to school for those families who have been approved to receive financial aid for that school year.

Memorial Funds

Memorial funds have been established at Our Lady of Peace School to help with financial assistance:

- The Breen Malone Scholarship
- Various other family scholarships

Those wishing to designate a fund in honor or memory of a loved one, please notify the principal.

Gratuitous Gifts

A letter for tax information may be requested from the school/parish office for any monies donated over and above tuition and/or donated to any memorial fund.

Revised 2011

**Student Use of the INTERNET
Educational Acceptable Use
Policy and Agreement
Revised 2006**

Student use of the Internet on school computer hardware, on school premises, or through school obtained accounts, both on-site and through remote connections, is governed in accordance with Diocesan Policy, the policies of the Administrators' Handbook and the Student/ Family Handbook.

*The **MISSION** of OLOP school Technology Committee, working in partnership with faculty, students and administrators, is to research and deploy common everyday technology into the infrastructure in such a way as to benefit the students and staff not by teaching technology, but teaching how to utilize existing technologies to gain a richer learning experience and understanding of how to most effectively utilize the technology that is now so common place in our everyday lives.*

Please read the following carefully before signing the attached agreement.

INTRODUCTION: The Our Lady of Peace School (OLOP) offers World Wide Web Internet access to your child at his/her school. OLOP provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only, offering vast, diverse, and unique resources to promote educational excellence at OLOP School.

The purpose of this document is to inform parents, guardians and students and all users of the availability of the Internet resources, as well as the rules governing its use, and to obtain express parental or guardian permission for an individual student to use technology and the Internet while at school.

The computer system and all computer software and hardware is the property of the school. Therefore, the school retains the right to monitor all access to and use the Internet, e-mail, computers and network. The system may be designed to keep a record of all activity on and off the Internet, and this information, if obtained, is also OLOP property. It is important for all users to understand that no use of the Internet or E-mail can ever be guaranteed private.

Because of the complex association between many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, student users and the parents/guardians of students are aware of their responsibilities.

This is a living document, and subject to revisions. The school may modify these rules and guidelines at any time by publishing modified rules. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

OLOP is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code, child pornography, as defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a

prurient interest in nudity, sex or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political or scientific value as to minor. The school will review on an annual basis that computers located within the school, media center, library, and classrooms are in compliance with the Children's Internet Protection Act.

USER ACCOUNT PASSWORDS: All users, staff and students, are given an account for the school year. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared or written down. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable. When creating a password, a user should not choose a breakable code. In other words, a word associated with them, any part of their name, etc. The best choice is a combination of words and numbers.

The INTERNET is an electronic highway, connecting millions of computers all over the world, which can give students and teachers access to a variety of rich, educational resources. The World Wide Web, a portion of the Internet that your student can use, includes some information specifically designed for children, up-to-the-minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in the school environment. To access the Internet at school, students will be using a web browser (a piece of software) called Internet Explorer. This allows students to navigate through "web" information by pointing and clicking the mouse. Information is presented richly in text, pictures, sound and video.

The educational value of appropriate information on the Internet is substantial and invaluable. The Internet is composed of information provided by institutions and people all over the world however, and hence, also includes material that is not of educational value in the context of the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. OLOP does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Internet access is available to students only on computers that are in highly traveled areas of the school building such as classrooms, computer laboratories and the media center, and school personnel will, to the extent possible, supervise technology access. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

E-MAIL: Students will not be assigned or required to have E-mail addresses.

If for a particular curricular purpose E-mail needs to be used, the teacher will notify the Director of Technology or Systems Administrator and the teacher will be assigned an account for any requested class. The teacher will be the sole owner of the password, which will not be shared. This allows for communication as a class or as individuals, with teacher supervision.

E-mail is not to be used by K-8 students on school computers under circumstances other than those described. This includes Instant Messenger and other network/web communication options.

CHAT ROOMS: are not to be used on school machines. If for a curricular purpose a chat room needs to be accessed, the teacher will notify the System Administrator or Technology Coordinator and that can be accommodated for the required period of time.

FILE SHARING PROGRAMS: are not to be used on school machines. At no time shall file sharing software be downloaded or installed on ANY computer within the school nor shall file sharing be allowed within the

network/wireless network. This includes the use of non school owned computers utilizing the network operated by OLOP School. File sharing programs include, but are not limited to programs such as:

- | | | |
|------------------------------------|-----------------------|---------------------|
| * BearShare! | * FileShare! | * Direct Connect |
| * Azureus | * <u>WinMX!</u> | * <u>Filetopia!</u> |
| * Zultrax | * XoloX | * eDonkey2000! |
| * BitTorrent | * MyNapster! | * Grokster |
| * Shareaza | * <u>KaZaA!</u> | * Gnutella! |
| * BadBlue Easy File Sharing Server | * <u>Morpheus!</u> | * <u>Overnet!</u> |
| * LimeWire! | * <u>Audiogalaxy!</u> | * Napster! |
| * Kazaa Lite | * BearShare! | * FolderShare |
| * eMule | * <u>iMesh!</u> | |

FILTERING TECHNOLOGY: OLOP has installed and engaged Internet filtering software. This software is employed both in compliance with the Federal Children’s Internet Protection Act as well as our belief that we must do our best to support our students’ learning in a manner that supports the school mission and provides for them a safe learning environment. The filtering criterion employed is based upon the requirements of the *Internet Protection Act* as well as the school mission. Use of filtering software does not guarantee that all inappropriate sites can never be accessed, but, it drastically reduces that opportunity.

PROPER & ACCEPTABLE USE: The use of the Internet must be in support of education and academic research and consistent with the mission of the school in accordance with Diocesan Policy.

PLAGIARISM: "To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism then constitutes intellectual theft."

Taken from the *MLA Handbook for Writers of Research Papers* [New York:Modern Language Association, 1999, 30]

USER SAFETY: Users are not to post, publish or send personal information about themselves or others, nor are they to engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that student’s access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

ACTIVITIES THAT ARE PERMITTED AND ENCOURAGED:

- Investigation and research in support of school studies
- Investigation and research of opportunities outside of school related to community service, employment or college information
- Students are expected to show respect and consideration for the needs of other students, being willing to prioritize the urgency of the projects

ACTIVITIES THAT ARE NOT PERMITTED:

- Searching, viewing, sending or retrieving materials that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted)
- Plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical
- Subscription to any services
- Ordering of any goods or services including buying, selling and trading of stocks and bonds.
- Any use of school computers for financial gain
- Sharing of the user’s or another’s home address, phone number or other personal information

- Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher
- Unauthorized access, including “hacking”, and any activity that violates a school rule or a local, state or federal law
- Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law
- Forging electronic mail messages or using an account owned by others
- Gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user
- Invading the privacy of others
- Posting anonymous messages
- Personal accounts on commercial server or other Internet providers may not be used in school

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material she or he should back out of that information at once. Backing out of a site is a task easily and quickly accomplished, with one click of the mouse.

Technology Rules of Conduct

THE RULES PRESENTED HERE ARE NOT NEW. THEY ARE EXPRESSIONS OF GENERALLY ACCEPTED STANDARDS OF CONDUCT APPLIED TO SITUATIONS INVOLVING TECHNOLOGY. FAILURE TO COOPERATE WITH AGREEMENT REGULATIONS, INSTRUCTIONS, DIRECTIONS, OR COMPUTER POLICIES WILL RESULT IN CONSEQUENCE AS DESCRIBED IN THIS POLICY. THIS POLICY MUST BE SIGNED EACH SCHOOL YEAR.

Hardware, Networks and Servers:

- Never share your password. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable
- Treat all hardware with respect. Use it in a way that will not cause damage
- Do not change settings, configuration, or in any manner make changes to the way a machine runs or is viewed
- Do not attempt to circumvent any management controls
- Unauthorized access including “hacking”, and other unlawful activities will be prosecuted
- Hubs, routers, servers, or connectors are off-limits to all but Technology coordinator
- Students may not create servers. Faculty and staff may do so in cooperation with the coordinator
- Do not adjust, connect, or disconnect components unless under the direct supervision of a staff member, or unless such action is required by an ISP
- Do not open school hardware
- No food or drink near computer stations

Software:

- Always honor copyright laws and licenses
- Students: do not install software
- Staff may install software in cooperation with the IT coordinator
- Do not change, copy, or delete software
- Virus protection is provided through the network, however caution should be used. No viruses may be knowingly introduced

- Do not attempt to circumvent any software controls

Intellectual Property:

- Obey all copyrights. Assume all material is copyrighted unless explicitly noted
- Follow MLA Citation guidelines to avoid plagiarism
- Always use proper attribution. Give credit where credit is due. Be ethical. Be legal

Rules for chat rooms

- Students may not enter chat rooms or talk sessions unless set-up and access is accomplished and supervised by a staff member.
- Use proper and appropriate language, grammar, and spelling
- *Never* give out personal information (Name, address, age, etc.) about yourself or others

Rules for communicating with others via E-mail

- Students may use E-mail only if access is obtained via a teacher-obtained class account
- Do not send or display offensive messages or pictures
- Do not send email that harasses, insults or attacks others
- Do not forge a message or use another's account
- Use proper and appropriate language, grammar, and spelling
- *Never* give out personal information (Name, address, age, etc.) about yourself or others
- If you receive inappropriate E-mail through a teacher obtained and supervised account, immediately notify teacher or other school authorities.

Rules for the World-wide Web

- Sites and materials accessed must be for educational purposes, supporting curriculum studies and the school mission.
- Do not download any files from the Internet on school equipment.
- Only files accessed for educational purposes, supporting the school mission, may be downloaded.
- If you accidentally browse to a web page that is inappropriate:
 - Back out immediately and notify a teacher.
 - Do not call others over to see a web page that is inappropriate, just back out.
 - If you cannot back out, as is sometimes the case, exit the Internet.
- Do not bookmark or share the addresses of pages that are inappropriate
- Never fill out on-line forms or give personal information about yourself or others. Be safe!
- Do not attempt to circumvent any management controls.

The computer systems which include Hardware, software, internet connection and wired and or wireless networks are the property of the school, and all computer systems belong to it. Therefore, the school retains the right to monitor all access to and use the Internet, e-mail, computers and network. The system may be designed to keep a record of all activity on and off the Internet, and this information is also OLOP property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

ACCEPTABLE USE POLICY for School Technology Penalties for Student Misuse of Technology

Technology and Internet use is a privilege extended by the school, and not a right. Breaking any of the rules is therefore a violation of that privilege and will have consequences which will be enforced by each building principal. Inappropriate computer use by students may be reported to other parent/guardian at any time.

Those disciplinary actions may include, but are not limited to:

Use of networks/computers only under direct supervision

Suspension of network privileges

Revocation of network privileges

Suspension of computer privileges

Revocation of computer privileges

Suspension from school

Legal action and prosecution by the authorities

The severity and/or frequency of the offense will determine the consequence, from an unspecified length of time to permanent exclusion from technology use. Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law.

RELIABILITY: OLOP School makes no warranties of any kind, whether expressed or implied, for the service it is providing. OLOP will not be responsible for any damages you suffer. (While we continue to work to prevent the presence of viruses, you are reminded to scan disks before they are used in your home computer.) This includes non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. OLOP specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. OLOP will not be held responsible for the loss of information due to network or equipment errors.

This is a living document, and subject to revisions. The school may modify these rules and guidelines at any time and will publish the current AUP documents or modifications

Any Questions or concerns please contact:

The principal, OLOP School

Our Lady of Peace School



Athletic Handbook

Revised September 2006

Sports Policy

The Our Lady of Peace School Athletic Program strives to instill discipline, confidence and a sense of values and fair play among those who participate. All involved with the program shall operate in accordance with the Athletic Philosophy and Guidelines of Our Lady of Peace School, the Guidelines regarding Inter-Scholastic Athletes for the Diocese of Youngstown and the Handbook of the Ohio High School Athletic Association for Junior High/Middle Schools and Senior High Schools.



The Our Lady of Peace School Athletic Handbook, complete with Policy Statement, Philosophy, Rationale, Guidelines and Coaches' Responsibilities shall be made available to all coaches, and parents/guardians of all participants in any athletic program at Our Lady of Peace School.

This handbook and the documents referred to above shall govern the conduct of all participants in the Our Lady of Peace School Athletic Program.

Statement of Philosophy

One significant contribution to the life of a parish community is the youth athletic program. It is a program in which young people express themselves and are able to develop the harmony of their bodies, minds and spirits. They also develop personal and communal discipline and confidence, along with a sense of perseverance. It is a program that reveals and facilitates the transfer of values learned in a community where youth develop a facility for teamwork, learn to express a variety of intense emotions in a mature manner, and spend the energy characteristic of their age in an extension of the Eucharistic community.

In brief, the main priorities of any athletic program for youth in the parish community are the development of a Christian attitude and good sportsmanship.

The Church's approach to the athletic competition reflects the traditional value that Christian maturity comes as a process of inner growth, not as an accumulation of symbols indicating victory or defeat. The Church must be involved with an athletic program in witness to a community that values individual and communal efforts above victory or defeat.

For millions of young people, athletics has served as the contact point for further forms of ministry, such as involvement in parish youth groups, retreat movements, prayer groups, catechetics, etc.

No one conversant with the American culture can deny the influence that sports and sports figures have on the lives of our young people. Certainly the Church at parish level must address itself to this reality.

In a well-integrated program, athletics and athletic competition can be the proving grounds, lab work and field work of the informal teaching which takes place in the pulpit, the classroom and the school.

Keeping in mind the many benefits derived from a well-rounded athletic program, we encourage the fostering and development of sports to meet the needs and desires of young people under the Christian leadership of the Church and parish community.

Rationale

Student activities, whether extracurricular or co-curricular, are developed to provide for the individuality, culture and interests of each student. They enrich teacher-student interaction and provide opportunities for leadership, cooperation, responsibility and creativity. They reflect the Christian values of the school (Taken from Excellence in Catholic Schools Board Policy 2150). ...leisure hours properly used for relaxation of spirit and strengthening of mental and bodily health... these benefits are obtainable too from physical exercise and sports events, which can help to preserve emotional balance (The Documents of Vatican II, page 268).

Under the proper supervision and guidance of coaches, The Our Lady of Peace School Athletic Program can:

1. Instill discipline, confidence and perseverance among the young people who participate
2. Instill a sense of values and fair play which can help mold the character of young people for the time when their obligations become more serious than the decisions of the playing field
3. Provide a wholesome release for the boundless energy that is characteristic of youth
4. Bring the minds and bodies of the young into harmony, facilitating the individual's awareness of God and His gifts to men and women
5. Offer the opportunity for building a Christian community among the participants
6. Recognize the value of peer ministry by giving youth an opportunity to share their talents with others

Guidelines

1. A student may be allowed to participate in an athletic program only after parental permission is given and a doctor's medical approval is received. The procuring of the medical examination is the responsibility of the parent and not that of the coaches or the school administration. A written form for parental and doctor's permission will be provided by the school. (This is for 7th/8th grade only.)
2. No student may participate in athletic programs without proof of medical insurance. In order to participate in the athletic programs sponsored by the

diocesan elementary schools, all students must either show evidence of family hospitalization insurance which covers sports injuries or have purchased a special insurance plan which covers the same. Information regarding such plans is available in the school office. A form will be provided on which to indicate insurance coverage. It is to be signed and returned to school.

3. A student enrolling in the 7th grade for the first time will be eligible to participate in the Athletic Program for the first grading period, regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in the school during the immediately preceding grading period and received passing grades during that grading period in 75% of those subjects carried the preceding grading period in which the student was enrolled. (Handbook OHSAA, p. 37)

Scholastic Eligibility for Extracurricular Activities

Part One – Definitions

A. Extracurricular activities – any activity outside regular classroom instruction in school or out of school.

B. All subject areas are evaluated for eligibility.

Part Two – Quarter Eligibility

A. From OHSAA – for grades 7 and 8- to be eligible, you must be currently enrolled in school and have received passing grades in the immediately preceding grading period in 75% of subjects being evaluated.

B. From Diocese of Youngstown-

- 1. There is a no pass/no play requirement.*
- 2. Students must have at least a 1.5 grade point average for the previous grading period.*
- 3. Schools may adopt local eligibility requirements beyond these minimum diocesan requirements.*

Part Three – Interim Eligibility – Our Lady of Peace School

A. Students' progress will be evaluated each quarter on the interim report. Reports will be sent home on Monday or Tuesday.

B. If a student's average in any of the evaluated subjects is a "D", the student will be notified Mon./Tues. that he/she has one week to raise the grade to a "C" or above. If the grade is not raised, the student will be suspended from participation in extracurricular activities including practices and athletic contests until the grade is raised to a "C".

C. If a student's average in any of the evaluated subjects is "F", the student will be notified Mon./Tues. that he/she is suspended from participating in extracurricular activities including practices and athletic contests that Mon./Tues. for a minimum of one week and until the grade is raised. At that time the student may return to participation as described above.

Part Four – Eligibility and Conduct

Students will also be evaluated on their conduct. Unacceptable conduct may result in the student being suspended from extracurricular activities.

4. Each student who has demonstrated an interest through attendance and effort at practice will have a chance to play.
5. When the number of athletes who desire to play a sport (except cheerleading and track) is too great, the following steps will be taken:
 - a. If, after the agreed upon number of conditioning and practices, the number of athletes is still too great, the Principal with the Athletic Director shall establish two **LIKE** teams, **depending on** the availability of coaches and practice locations. (If combined with another school, this must be agreed upon by both school's heads.)
 - b. Each team will have players of similar athletic abilities. The teams will **not** be grouped into the "best" players and the "other" players. However, they may be split by grades if there are enough equal players in each grade to form a team.
6. Coaches are not to be influenced by the demands or suggestions of parents, participants, or spectators; rather they should be guided by the philosophy here developed and by basic Christian values. The coaches are appointed by and accountable to the school principal.
7. Each game or meet should be evaluated primarily in terms of the development of personal and team skills and not in terms of winning or losing.
8. The expenditure of money for purchase of new uniforms, athletic equipment and for the rental of facilities (e.g., gyms) is subject **to the approval of the Men's Club**. Such requests for expenditures must be submitted **in writing to the Men's Club** before any such financial commitments are finalized. The Men's Club has agreed to be responsible for the financial support of all parish athletic programs.

9. At the end of each specific sports season, a simple get-together may be held – either on school property, in a public park, or at the home of one of the coaches – under the direction of one of the coaches. **Awards shall be limited to ones of participation.** Individual MVP awards are not acceptable. The following are acceptable: letters, ribbons, pins, medals or certificates for every participant. **The awarding of trophies shall be limited to Championship teams.** A letter “O” (for O.L.O.P.) will be given for 7th and 8th grade participants at the end of the first year of participation in any sport. A pin for each sport will be given, along with a certificate, to each participant of a particular sport. All sports gatherings may or may not be held depending on the availability of coaches and the Men’s Club funding for the year. This decision is to be made yearly by the principal and athletic director.

Our Lady of Peace Coaches

Once an individual assumes the position of coach, he or she accepts the responsibility to be guided by the Statement of Philosophy of the Our Lady of Peace School Athletic Program. Only the most responsible men and women should be appointed as coaches. It is not necessary that a coach be a star athlete in his or her own right, but it is necessary that a coach possess: common sense, a basic knowledge of the sport, a grasp of values that sports can give a young person, and a knowledge of and commitment to the Christian values which are the “reason for being” of the program. All coaches must be fingerprinted and have gone through a background check. These checks will be kept on file in the principal’s office. Coaches also must be up-to-date with their CPR certifications (yearly) and Training for Sports Injury (every 3 years).

CHRISTIAN WITNESS: The challenge for all coaches is to provide Christian Witness in all their contacts with the young people they coach. As a religious educator, a coach must live Christianity both on and off the playing field. Youth begin to question when they see a discrepancy between what a coach says and how he or she lives. A coach constantly teaches through his or her actions, words and attitudes, even when he or she is not aware of the impact on students.

EMOTIONAL STABILITY: In order to work with youth, a coach must be emotionally suited for the task. A coach with a quick temper, or one who displays favoritism, or one who shows disrespect for rules and/or officials, has no place on any team. Coaches are working with the very impressionable – those who look to them for answers and guidance – those who may be affected by the actions of the coach for years to come.

RESPONSIBILITY: A coach must be aware of some definite responsibilities. The coach has the responsibility to relate to the young person as an individual formed by family, friends, church and environment. It is the players’ development of Christian and social values and responsibilities.

INTEREST IN WORKING WITH YOUTH: A coach must be genuinely interested in and love youth. Young people are quick to perceive those who care about them and those who merely tolerate them. **A coach’s fairness** to each member of the team will be the measurement of his or her success. Coaches must be constantly sensitive to the times when a particular player may need a “pat on the back,” encouragement, or discipline. A coach must be able to recognize the abilities and be aware of the physical limitations of each team member. A coach who demands promptness and 100% effort from his team members must give the same in return. A coach must show interest in and concern for each member’s schoolwork and family issues that may interfere with a practice or game/meet. A coach must handle each situation on an individual basis without showing favoritism or giving unnecessary punishment. A coach who genuinely shows an interest in each of his or her team members will reap the benefits of earned respect from his or her team as a whole.

APPENDIX

Our Lady of Peace School Crisis Plan Information for Parents

Our Lady of Peace School has a Crisis Management Plan in place defining procedures in the event of an emergency early dismissal or evacuation. We update our plan with Stark County Emergency officials, Plain Local Schools, and the Office of Catholic Schools.

Our staff will stay with the children at all times and securing safety will be our first concern. Communication with parents will take place as soon as possible and/or public announcements will be broadcast on WHBC 1480 AM and 94.1 FM. Unless the situation prohibits, parents will then be called to pick up their children at school or will be given other specific information.

Each teacher will have medical forms and emergency forms containing additional phone numbers and authorized adults to whom we may release your child. We ask that you authorize a destination for each driver on the form. Photo ID/drivers license will be required for student release.

If a situation arises in which it is advised for students to remain in the school building, we have on hand bottled water and snacks. All safety precautions will be taken; all building entrances will be locked. An adult will be monitoring a door (probably the main church door) for student dismissal.

If we are advised to leave this school area and circumstances permit, we have arranged with Plain Local for buses to take us to the Glen Oak School Building on 44th St. NW. Glen Oak has secured facilities with food and water supplies and multiple phone lines for contacting parents. Our teachers will have a copy of the emergency information and will remain with the students.

Should we need to evacuate the school immediately we will be walking to Frazer Elementary School and be bussed from there.

If Frazer School is also evacuating, we will walk with them to Greenwood Christian Church on 44th St. and Frazer Avenue NW. The staff at Greenwood has graciously agreed to allow us to temporarily wait there for parent pick-up or for bussing to the Glen Oak School Building.

It is our intent to keep children on a regular routine. While we hope never to use this plan, we will discuss emergency procedures for safety in ways so as not to alarm students, but to prepare them.

In today's world we need to be alert and we must have everyone's co-operation. Please discuss with your children the seriousness of the need to be quiet and follow directions should there be any change in plans. There can be no comments like "I'm just joking" or "I didn't mean it".

Also, you may want to talk about a communication plan for your family when they are not in school; designated persons for emergency; family passwords; locations where you can meet inside your home or when away from home.

Thanks for your comments, suggestions, and support. Feel free to call with questions or concerns.

Handbook Addendum 2/03

**Our Lady of Peace School
Dispensation of Medication**

APPENDIX

BOTH STATE LAW AND OUR LADY OF PEACE SCHOOL REQUIRE A PHYSICIAN'S SIGNATURE AND THE FOLLOWING INFORMATION WHEN CHILDREN NEED ADMINISTRATION OF ANY MEDICATION. (All prescription and over the counter medications including inhalers, cough drops, Tylenol, Tums, Advil, etc.)

NAME OF STUDENT: _____ AGE: _____
Last First Middle

ADDRESS: _____
Street City/Zip

GRADE AND ROOM: _____

NAME OF MEDICATION: _____ AMOUNT TO BE GIVEN: _____

TIMES TO BE GIVEN: _____

DATE TO BEGIN: _____ DATE TO END: _____

SIGNIFICANT SIDE EFFECTS (ADVERSE REACTIONS):

SPECIAL INSTRUCTIONS FOR ADMINISTRATION OF THE MEDICATION INCLUDING STERILE CONDITIONS AND STORAGE:

DATE: _____

PHYSICIAN'S SIGNATURE: _____

PHYSICIAN'S EMERGENCY PHONE: _____

PARENT/GUARDIAN'S SIGNATURE: _____

PARENT/GUARDIAN'S PHONE: _____

NOTE: The medication must be delivered to school by the parent/guardian. Prescription medication must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist. The label should include student's name, drug, dosage, time of administration, and physician's name. Over the counter medication must be in original container with label clearly legible. Expiration date must be current.

Physician's signature is required for ALL PRESCRIPTION AND OVER THE COUNTER MEDICATIONS TO BE GIVEN TO THE STUDENT.

There must be notification to the school if any information provided by the physician changes.

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APPENDIX

Tuition Payment Options

Tuition for the school year may be paid by May 1st.

Option 1 – Single payment due on or before August 1st. Payment may be made via cash, check or credit card. Please pay this in the parish office. If payments are made via cash or check on or before August 1, 2011, you will receive a 3% discount. If you are paying by credit card, a 2.5% bank fee will be assessed to your tuition.

Option 2 – FACTS monthly payment plan. Payments are budgeted over ten months beginning August 1st. See FACTS brochure for additional information and fee.

Option 3 – Teachers and Staff Only – Payroll deduction (over 20 pays beginning September 15,) If you choose to pay with FACTS, please complete the FACTS Automatic Tuition Payment Agreement form available from the parish office-492-0757.

Tuition Assistance

Our Lady of Peace School has a tuition assistance fund to help assure that no family will be denied a Catholic school education. Tuition assistance applications are available in the school office. A private aid service is used to help assess the degree of family need. All requests are treated confidentially. Every effort is made within the limits of these funds to respond to family needs. It is assumed that a family who benefits from tuition assistance will contribute to the fund at a later date to help another family afford Catholic education. If there are special financial needs, please contact the Parish Office.

Rates for 2011-2012

<u>Preschool:</u>	All Day*	2 Days	\$235 per month	
		3 Days	\$285 per month	
		4 Days	\$305 per month	
	8:45AM-2:30PM	5 Days	\$335 per month	
		Half Day	2 Days	\$100 per month
			3 Days	\$135 per month
		8:45AM-1130AM or	4 Days	\$190 per month
			5 Days	\$230 per month
		11:45AM-2:30PM		

*All Day includes early drop-off option of 7AM to 2:30PM

If you have 2 children attending at the same time tuition will be 60% for the second child

Tuition is due by the end of the first week each month

Mid-year transfer of records to another school (other than for employment relocation) \$85
Late registration fee for returning students (unless prior arrangements are made)
\$100

*Active Parishioner:

Full Day Kindergarten –Gr. 8
1 child \$2,425
2 children \$3,995
3 children or more \$5,445

Non-Parishioner/Non-Catholic:

Full Day Kindergarten through Gr. 8 \$4,755

Rates are for Plan A with maximum participation in fundraising and 40 hours of volunteer time. Other plans are more cost, less parent involvement.

Non-Parishioner – Registered member of another Catholic Parish: Consult with your Pastor regarding tuition rates.

Educational Fee: \$150 per student non-refundable

Due at re-registration after the 1st of the year and cannot be included in FACTS. This fee, regardless of parish affiliation, is the responsibility of the family, not the contributing parish. This covers the cost of various workbooks, supplies, technology, cartridges, Diocesan fees, and holds a place for your child for the fall.

***An active parishioner is one who is Registered in the parish of Our Lady of Peace; attends weekend Liturgy with their child; models and supports practices of the Catholic Faith; contributes to the financial support of Our Lady of Peace Parish through weekend offertory envelopes.**

Thank you for choosing Our Lady of Peace School

If you can help pay towards another child's tuition, the amount over your own tuition will be deductible and you will receive a letter from school for tax records.

In addition to paying tuition, every family is required to volunteer throughout the year in an attempt to reduce expenses and/or raise money in support of the mission of Our Lady of Peace School.

One Call Now – Service Summary

What is *One Call Now*?

One Call Now is a telephone service used by schools to quickly reach families with important school news. Schools have unlimited use of the *One Call Now* service for all urgent and non-urgent messages to families (and staff too).

How does *One Call Now* work?

A recorded voice message is sent to your home. It may be left on your answering machine or answering service. If your phone number is protected by a call-blocking service, you need to program the school number into your service for calls to go through. To add multiple contacts to your emergency contact list, call 1-877-698-3261 from your primary phone number and follow the instructions. This must be done from your primary phone number for security reasons. Work numbers requiring an extension are non-accessible. Direct-dial lines or cell phones may be added to an emergency list.

Can we listen to a recent message that we missed?

Yes. Call the One Call Now Family Hotline at 1-877-698-3261 and follow the prompts to hear the most recent message.

Important Privacy Notice

One Call Now and its affiliates are NOT in the business of selling or sharing any information, personal or otherwise, provided by schools or families. You can be assured your personal information will only be used by your school to send announcements to families.

To reach *One Call Now*
1-877-698-3261

