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**Mission**  
**of**  
**Our Lady of Peace School**  
*(revised Spring 2010)*

**To provide a quality faith-based education steeped in the  
Roman Catholic Tradition**

**Philosophy**

Our Lady of Peace is a catholic parochial school whose purpose is to provide the best possible environment for the maximum growth of each student's potential in the best light of the person, teaching, and mission of Christ. This statement serves as the basis for all facets of our school program.

We seek to enable the child to internalize his/her faith through classes, liturgies, and other religious experiences. We help children build relationships with others in a Christ-like manner by accepting individual differences.

Affirming that the family is the primary Christian educational influence in a child's life, it is our intention to supplement what is learned at home. We guide each child in making decisions based upon reason and the teachings of Christ and the church. To accomplish this, both the family and the school must work together in mutual support.

As each child progresses according to his/her own rate of maturation, teachers, parents, and students participate in a variety of programs and activities which foster creativity and critical thinking. Students are instructed to use available technologies for education, communication, problem solving, analysis, and research in accordance with Catholic values, ethical principles, and moral decision making.

A wide range of activities in the arts and in athletics are provided because we recognize that aspects of a child's development are interrelated. These activities foster self respect as well as respect for the minds and bodies of others.

Thus, Our Lady of Peace School, following the example of Christ, prepares students for the challenge of tomorrow.

## School Advisory Council

Our Lady of Peace School Advisory Council advises the pastor and the principal in the governance of the parish school. It advises in the following areas:

- *Planning*
- *Financing*
- *Advancement*
- *Policy Development*
- *Buildings and Grounds*
- *Selection of the Principal*

Membership is comprised of six elected members, an appointed financial officer, pastor, principal, and up to three additional appointed members. Meetings are held on a monthly basis except for the months of December and July. All meetings of the board are opened for anyone to attend. Anyone wishing to speak at a meeting should call the board president to be placed on the agenda.

## Family-School Association

Our Lady of Peace Parent-Teacher Council utilizes the combined talents of the parents and the teachers of the students of Our Lady of Peace School for the purpose of ;

- *Promoting the social, intellectual, moral, and spiritual welfare of the students.*
- *Furthering better communication between parents and teachers.*
- *Providing financial aid to the school.*
- *Enhancing the social and intellectual qualities of Council's members.*

Membership includes all parents or legal guardians of students attending the school, faculty, and priests of the parish. General meeting and open house is held in September.

## Academics

### Progress Reports

Each major subject in the appropriate grade level is marked according to achievement and effort. A, B, C, D or E are the letters that corresponds with the percentage achieved by the individual student. The achievement scale is as follows: A (93-100), B (85-92), C (76-84), D (69-75), and E (68 and below). "Responsibilities of the Learner" is assessed as either (**S** or **N**) Satisfactory or Needs Improvement by the learner's team of teachers. Performance codes are also shown by the use of numbers (even or odd). Odd numbers show positive comments which reflect the learner's performance. Odd numbers designate specific need for improvement by the learner.

Students in Grades 1-8 will receive report cards 4 times throughout the year beginning this school year. Kindergarten receives report cards 3 times a year. Parent-Teacher conferences are held in November. Kindergarten conferences are held in November and May.

### **Progress Reports (con't.)**

Admission to Kindergarten follows the Diocesan policy established by the local school district (Millcreek).

With the institution of EDLINE, we no longer send mid-quarter progress reports home. Parents may regularly check their child(ren)'s progress online. Quarterly reports will also provide an opportunity for teachers to acknowledge improvements students have made.

Students in Grades 5 - 8 may receive 1st or 2nd honor distinction based upon report card grades. Students obtaining all A's, no 3's in effort, and no conduct checks, receive First Honors. Second Honors is obtained by having all A's and B's, no 3's in effort and no conduct checks. As the special classes are as equally important as your child's other classes, the grades for these classes are included in the consideration for honors by the students.

### **Standardized Testing**

The school administers the Diocesan testing program, Terra Nova Assessments. The results of these tests provide a record of each child's academic progress in comparison with national and local norms. Teachers use the results of these tests to identify individual strengths and weaknesses in order to provide special instruction. During the fall, the testing program is administered to students in Grades 2-8. Math and Writing Assessments are also given to all grades at various times of the year. Kindergarten and Grade 1 are administered the DIBELS testing three times a year.

### **Tag and Enrichment**

Both Millcreek and Erie School Districts offer programs for students who qualify for gifted programs. If parents choose, the City of Erie students take part in a program that involves a whole day. Enrichment is provided on a regular basis within the classroom at OLP. It may also be provided in library, art, music and possibly physical education. During the flow of the school year, all classroom teachers explore and implement various approaches to enriching the curricula for all students in their classes.

### **Other Educational and/or Enriching Opportunities**

There are a number of educational opportunities for students to choose from at OLP.

- Quiz Bowl
- Pennsylvania Junior Academy of Science (PJAS)
- Challenge 24
- Math Counts
- Spelling Bee
- 5<sup>th</sup> & 6<sup>th</sup> Grade Science Fair
- Math/Science Fun Day
- Student Council
- Yearbook Staff
- Patrols
- 7<sup>th</sup> & 8<sup>th</sup> Grade Elective Classes (Applebee Pond, Art, Crafts, Drama, School Newspaper, as well as Italian)
- Cantors
- 7<sup>th</sup> and 8<sup>th</sup> grade Buddies with kindergarten and 1<sup>st</sup> grades

## **Discipline**

The essence of Christian discipline is self-discipline. The child must be free to choose one form of behavior over another and to take upon himself/herself the consequences of the chosen behavior. A child who persistently is disruptive in a class and refuses to cooperate with the teacher takes away from the optimum learning in the classroom.

Every teacher has the right to teach to the maximum and every student has the right to learn to the maximum. **No student has the right to interfere with this opportunity by his/her actions, poor manners or lack of consideration.** All rules and regulations are developed and enforced with this thought in mind. School rules apply in the classroom, in the school building, on the school grounds, going to school, from school, and at any event where our school is represented, regardless of location.

Minor infractions against good conduct are handled with a verbal correction. Extremely severe infractions will be handled directly by the principal and may result, after careful study, in detention, suspension, or dismissal.

Students are under the supervision of many teachers during the day. Each will have his/her own requirements and students should learn them and abide by them. Teachers will handle minor disciplinary offenses with private conferences, corrective assignments, make-up-work, home calls, after school detention, and (for excessive abuse) a referral to the principal.

## **Detention**

We firmly believe that children must learn to take responsibility for their own behavior and so detention will be served by any student in Grades 4 - 8 whose behavior has not changed after repeated corrections by classroom teachers or whose actions are of a serious nature to warrant such detention. Detention will not be given for incomplete homework assignments. Detention may be given to a student in Grades 1 to 3 if their behavior warrants it.

Detention will be served on Tuesdays from 3:30 - 4:30 PM. (Primary grade detention will be from 3:30 – 4:00p.m. at the discretion of the assigning teacher.) If a child is to serve detention, parents will be informed by the Monday before the detention is to be served. We firmly believe that if a child cannot change their behavior on their own, they must learn to accept the consequences of it, and so we ask for your cooperation in not asking for your child to be excused from it.

If a child has had two detentions, a meeting between the parents, principal and homeroom teacher will take place to discuss the child and future consequences of his/her behavior. If a third detention occurs, in-school suspension will result. (The reasons for the detentions do not have to be related.)

If your child is to serve detention, you will receive a slip from the teacher who issued the detention. Please sign it and return it to school the next day, indicating that you have seen it and are aware of it.

If a student persistently refuses to cooperate with a teacher, the student may be ordered to call his/her parent to come and pick them up and take them home for the day. This will only be done with persistent cases of misbehavior.

## Homework

Homework is defined as work and/or studying related to the classroom learning experience that is done outside the regular classroom. Homework is considered an integral component of the overall educational experience at OLP. Parents are expected to view homework as an important extension of their child's learning experience. Homework is given to all pupils. It is not required daily. Assignments are definite and clear, within the range of the pupil's ability and based upon what the average child will be able to complete in the time stated below as determined by the Catholic Schools Office of the Diocese of Erie.

<i>Grade 1</i>	<i>approximately 20 minutes</i>
<i>Grade 2 - 3</i>	<i>approximately 30 minutes</i>
<i>Grade 4 - 6</i>	<i>approximately 45 minutes</i>
<i>Grade 7 - 8</i>	<i>approximately 60 minutes</i>

When grades are departmentalized, teachers will become informed as to what other teachers on that level are requiring to prevent an overload. Every effort is made not to assign homework over a weekend, on the eve of a holiday or on the evening of Parent-Teacher meetings. (Long-range assignments/projects do not fall under this guideline.)

## EDLINE

EDLINE is an online service that OLP uses for school and class organization. This program has been purchased for use by our FSA. EDLINE is a safe and easy way for educators, parents and students to share information. The faculty uses EDLINE to post assignments, class policies, links to websites, tests and assignments due dates and much more. Grades can be uploaded for parents and students to review progress in a class. Parents can contact teachers via email using this site. It is aimed at improving communication between parents, students and teachers. EDLINE is also used by the faculty to list long-range assignments. Daily homework is usually not listed on EDLINE. **Homework assignments and classroom assignments completed by students will not be accepted if sent online.**

## Plagiarism

"Plagiarism" has as its root the verb "plagiarize" which is defined as "To steal or pass off as one's own (the ideas or work of another): commit literary theft." If a student is found to "plagiarize" the work will not be accepted, and a zero (0) will be given for the work. The student will not be able to redo the work. If a student commits plagiarism a second time, a zero (0) will be given for the act and it will also be accompanied by a detention.

## Family Vacations and Homework

Please do not request work or assignments for your child(ren) to do before or during a planned vacation that is scheduled in the regular school year. It is difficult for teachers to look ahead a week or two and know for sure what will be taking place in the class. A student may have a difficult time completing work before a concept(s) is presented. Your child's teacher(s) will meet with and give any missing work to students upon their return. The teacher(s) will determine a reasonable amount of time for the work to be completed and turned in based on the amount of time the child was out of school and the amount of work to be made up.

## Spiritual Activities

In addition to the formal instruction that provides the fundamental principles of our faith, additional experiences allow the student to grow in their relationship to God and each other. The following is only a sample of our spiritual activities:

- Pet blessing
- Weekly liturgies
- Retreats for each grade
- Daily School prayers
- Advent projects
- Weekly lighting of Advent Wreath during Advent
- Living Stations
- Jesus Christ Superstar
- Seder Meal
- Mary's Day

## Special Services

### Auxiliary Services

Our Lady of Peace School is serviced by the Northwest Tri-County Intermediate Unit 5 (I.U.). The I.U. is a regional agency pointing toward quality education in public and non-public schools. Services are available inside or outside of the classroom.

The specific services available in our school include the following:

- *Remedial reading and math through Act 89.*
- *Speech Therapy through Act 89.*

In the event that further testing or counseling is deemed necessary by school personnel or requested by a child's parents, the child will be referred to Pupil Services. This agency will conduct a conference with all persons involved to offer suggestions geared toward helping the child have a more successful educational experience.

### Act 89 Speech and Language Services

Speech and language therapy services are offered free of charge on school premises to students enrolled in nonpublic schools via the Act 89 Program of Northwest Tri-County Intermediate Unit #5. Act 89 provides a number of auxiliary services to students enrolled in nonpublic schools. At the beginning of each school year, the speech clinician conducts brief, group speech/language screenings involving the following students:

- *All students in kindergarten and first grad;*
- *Students requiring follow-up from previous screenings*
- *Students enrolled in the therapy program the previous year*
- *All students new to the building*

Parents will be notified of the screening results only if it is determined that the student requires a more in-depth evaluation or enrollment in the therapy program. Written parent permission will then be obtained prior to any further evaluation therapy.

## Health Services

The school has a part-time nursing service provided by the Millcreek School District

In accordance with school regulations based on Act 404, physical examinations shall be provided as follows:

1. *Vision screening annually for every child K - 8. Snellen or Titmus eye tester may be used at the discretion of the nurse.*
2. *Hearing screening tests are done each year on pupils in grades K, 1,2,3, & 7. Screening should be done at 250, 500, 1000, 2000 and 4000 at 25 DB. In addition, a hearing screening test will be given to those exhibiting any problems of hearing in other grades. A threshold of hearing shall be given to any pupil who fails a hearing screening test. This should be done within a month.*
3. *Height and weight measurements are taken of all students yearly. If there is a questionable rate of growth in any child, the height and weight should be checked periodically.*
4. *Medical examinations are scheduled to be done by the school physician in Grades K, 1 and 6. The physician may be assisted by the school nurse. The nurse is responsible for the scheduling and follow-up. The requirement for a physical may be met by private physicians providing the required school form is sent to the nurse. Letters explaining the procedure will be sent home with the last report card to students in Grade 5. The nurse will supply this information to parents when they register their children for kindergarten.*
5. *Dental examinations are given in Grades K, 3 and 7 unless given by the private dentist, providing the required school form is given to the nurse.*
6. *Blood pressure is checked on all students in Kindergarten and 7<sup>th</sup> grade (in other grades as necessary).*
7. *Scoliosis screening is conducted on 6<sup>th</sup> graders who lack verification from private physicals and on all 7<sup>th</sup> graders.*

## Immunizations

According to Pennsylvania School Code, specific immunizations will be a condition of attendance to school from Kindergarten through grade 8. The minimum required doses for school immunization are the following:

- Diphtheria - Tetnus - Pertussis – 4 doses, with one administered over the age of 4
- Oral Polio - 4 doses
- MMR - 2 doses, the first dose given after the age of 10
- HepB - 3 doses
- Varicella (Chickenpox) - 1 dose

## **Treatment of Emergencies and Other Conditions**

Basic school policy in situations involving illness or injury to children while under the jurisdiction of the school is as follows:

1. *First aid rendered.*
2. *Parents contacted.*
3. *Child transported by parents, if possible, to doctor's office or hospital. If the parents cannot be contacted and the situation warrants immediate attention, then the child is transported to the doctor's office or hospital by a member of the school staff.*

In the event of an emergency in which the child cannot be transported by car, an ambulance should be called. Such emergencies might include shock, compound fracture of a limb, severe bleeding or unconsciousness (cause unknown). Whenever a child is taken to a doctor's office or hospital and the parents are not present, a staff person should stay with the child until he is under treatment or contact has been made with the parents. Everyone must understand that no doctor, nor hospital, nor emergency service at a hospital will render anything other than first aid to any injured minor without the written parental consent. This is the reason no school personnel can rush an injured child for emergency care without notification or parents unless condition of child warrants immediate attention. Our responsibility lies in getting the student and his parent to their source of medical care and assisting them in every way we can.

## **Prescriptions and Medical Supplies**

When a student has an illness/disability which requires prescription medication and/or medical supplies to be used during the school day, the following policy will apply:

1. All medicine and supplies must be kept in the school office.
2. Expired medication will **not** be administered and will be returned.
3. The school will notify the parent in writing when medication or supplies are dwindling.

**For the safety and welfare of each child, it is the parent's responsibility to be attentive to circumstances affecting the child's health.**

**The child will be sent home if necessary medication is not current.**

### School Hours

School is in session from 8:45 AM to 3:20 PM. The doors of the gym will not be open until 8:15 AM and that is where the students are to report in the morning. The doors of the gym will be locked at 8:45 AM. Morning praise will begin at 8:50 AM.

- Morning Kindergarten                      8:45 AM to 12:15 PM

### Attendance

A child's regular and punctual attendance at school is very essential from the very first day of school. Even though a child makes up the work if absent, he/she still has missed something important. *If a child is ill, he/she should not be in school.* **If your child will be absent due to illness, please e-mail ([attendance@olpcrusaders.org](mailto:attendance@olpcrusaders.org)) or call the school office by 9:30 AM to report the absence (838-3548).** If a child's absence is not called in, one of our office personnel will call the home to inquire about the child.

## Common Illness & School Attendance Guidelines

### Fever:

Any temperature greater than 100 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate & attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems).

### Colds:

Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to use tissues to cover sneezes and coughs, and wash hands after contact with the secretions.

### Infections:

Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin and strep infections. (Exception is pink eye, not all doctors treat this, so the doctor or nurse will decide if exclusion is necessary to protect others from being contaminated).

### Diarrhea:

Children with diarrhea should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea is not infectious.

**Vomiting:**

A child who has vomited the evening before or in the morning before school should remain home for that day.

**Common Illness & School Attendance Guidelines (con't.)**

**Common Childhood Diseases:**

If a child has chicken pox, measles or any other known untreatable contagious disease, they must be kept home until they are no longer contagious. For most common childhood diseases, the period of contagion is known. Consult your nurse for additional information.

**Medications:**

If your child is on medications at home but not at school, please let your school nurse know. Many medications cause unusual or undesirable side effects that can be mistaken for other problems. School personnel are not allowed to administer any medications without parent's permission and a doctor's written order. All medication must be in the original container with a current label.

**Excuses**

A pupil who has been absent from school is required on his/her return to school to present a written excuse stating the reason for the absence, signed by the parent/guardian.

We appreciate your reporting that your child will be absent.

We will honor requests for students to keep doctor and dentist appointments if it is necessary that they be made during school hours. A written note from the doctor or parent must be presented to the teacher first. Children must be picked up from the office by a parent guardian. Students cannot be excused to help at home because of illness of a family member or to baby sit.

When a student is absent for two or more days, his/her parent should contact the school in the morning to pick up the assignments. Homework will not be issued the first day a child is out.

**Tuesday Information Folders**

All school related information is sent home on Tuesday of each week with the youngest child. This will contain pertinent school-wide information. The "the INFO," the weekly school newsletter, is now sent electronically. We continue to send other information from various facets of the school by means of e-mail or as an article in "the INFO." Please be sure to look over "the INFO" so you do not miss anything that is important.

**Flyers**

OLP will no longer send home flyers from agencies other than OLP. If flyers become available we will announce this over the public address system to the students and keep some on hand in the school office for interested students. OLP information or flyers will be sent electronically.

## Dismissal

Dismissal begins at 3:20 PM. Students are dismissed in the following order:

1. *Early bus people*
2. *Walkers*
3. *Car riders*
4. *Bus riders*

**Car riders** are to be picked up in the front of the building. Parents are to park their cars and come and get their child/children, walking them to their car. (Students should never go outside the coned area, in front of the school, until a parents comes and gets them.) All **bus riders** are dismissed from the gym. If a parent wants to take their child home by car instead of the bus, they must come to the school office before dismissal or call the office ahead of time so that we can inform your child's homeroom teacher of the change. No student will be able to leave the gym without office approval. Patrols, chosen by a teacher moderator, are on duty for walkers and each bus. Since the school is responsible for all students until they reach home, no student is permitted to stop anywhere on their way home, unless you, the parent, have written a note to that effect and it is brought to school and given to the homeroom teacher.

There are parking signs in front of the St Francis shrine. These signs are for parking for long term visitors and for 15 minute student drop off during school hours. Please do not park in front of the areas directly in front of the school.

## Early Dismissal - Faculty Meetings

This will take place the 2<sup>nd</sup> Wednesday of every month at 1:30PM. Buses will only be provided by the City of Erie and Girard buses in the afternoon on early dismissal days. On those days only, afternoon four year old Pre School will have school from 12:00 to 1:30PM. Car riders will be dismissed from the main school entrances.

## Buses

All buses will operate on the first day of school. Pupils eligible for bus transportation are given bus assignments by the transportation department. It is a violation for a pupil to ride a bus other than the one to which he/she is assigned and to meet or leave the bus at a stop other than the assigned stop. There are certain rules that are designed for the discipline and safety of the occupants of a school bus. It is the pupil's responsibility to know and obey these rules. A violation may result in the suspension of riding privileges. Because it is a misdemeanor of the first degree to throw snowballs or deadly objects in an occupied bus, students caught in such dangerous activities may be prosecuted to the full extent of the law. Students riding the bus are expected to show courtesy and respect to the bus driver who is in charge.

## Delayed Starting Time

The Millcreek Township School District may implement a two hour delayed starting time when severe weather conditions exist. The delayed starting time will permit school district officials to better evaluate road and weather conditions before the school is closed on days when uncertainty about the day's forecast exists. **The Parent Broadcast System – “One Call Now” - is used to alert parents of a delayed starting time or school closing. Please be sure the school has your correct phone number.** When the delayed start is initiated, all starting times will be delayed by exactly two hours. Because of the short morning session, there will be no AM Kindergarten when the school opening is delayed. The school day will end at the regularly scheduled time and cafeteria will operate as usual when the starting time is delayed.

Parents are advised by the **Parent Broadcast System**, and as in the past, should still listen to radio or TV reports for information regarding school delayed starting times or closing in case of PBS failure. Please do not call the school or the Millcreek Education Center for information regarding school closing. When weather conditions warrant, the two hour delayed starting time will be implemented. During that time, a decision will be made to close school; in that case, all radio and TV stations will be notified.

### **Emergency Closing**

In case of emergency dismissal during the winter months, this is the procedure we will follow:

When either Millcreek or Fairview school districts notify us they will be sending buses because schools are closing due to weather conditions, we will notify EMTA so that Erie buses can be sent as soon as possible. Announcements regarding school closing will be sent to you using our **Parent Broadcast System**. **Please listen to one of the local stations for announcements of closings on stormy days.** That way, you will be informed of school closing as quickly as we are. When we receive such information, we will announce dismissal time to all students who will remain in the classroom. Dismissal will be as follows:

1. Children who have permission to walk home will be dismissed.
2. Children who ride buses will be dismissed when their buses arrive.
3. Children who go home by car will be dismissed as parents arrive.

On snowy, stormy days please try to keep a radio on throughout the day so that you are knowledgeable of school closing.

### **Building Regulations**

**Care of Books** - *Children are issued books which are the property of the school and/or the Commonwealth of Pennsylvania. All books must be covered at all times and must be carried in a book bag, which protects them from the elements. In the event of damage or loss, a child will be charged the current replacement cost of the book.*

**Telephone Use** - *Students will not be called to the telephone. Important messages will be delivered to the pupils. This should be considered an emergency service. Students are to use the office phone only for an emergency and only after receiving permission. Students need to learn responsibility. Students who chronically forget items will not be permitted to call home for parents to bring forgotten items to them. No cell phones are to be used by students during regular school hours.*

**Candy or Mints, etc.** *are generally not permitted, unless permission is given by the classroom teacher, or the principal, for a special occasion only.*

**Gum Chewing** - *Gum chewing is not permitted in the building, including the gym, at any time. This includes before and after lunch as well as during lunch.*

**Medication** - *If your child takes regularly prescribed medication which might in any way affect school performance, please inform the teacher and/or office. Children who must take medication during the school day may not carry it on their person. The medication should be deposited in the office until the proper time. Only medicine sent with a note will be given to your child. Information concerning this and other health related matters will go home the first day. Students who are on medication need to have a form filled out. Please request one from the office.*

## Cafeteria

Hot lunches may be purchased for \$2.50 per day. Milk is \$.75 a day for students carrying their lunches. Hot lunches and milk are served on the first day of school.

Information regarding free and reduced lunches is sent home during the first week of school. If you are eligible, we encourage you to take advantage of it.

A lunch menu is issued to the youngest child in the family each month.

- **Ticket Purchase** - *Students purchase tickets in the morning before school starts while they are waiting in the gym. If a student arrives after 8:45 they must go to the cafeteria for their ticket.*
- **Envelope System** - *Money is to be placed in a sealed envelope and marked with the following: family name, amount, number of lunch or milk tickets to be purchased.*
- **Tickets** - *Each ticket for lunch will be good for five lunches. Therefore, when buying lunch tickets, you must pay \$12.50. For those families who receive reduced price lunches, the cost will be \$2.00 (\$.40 per day) for a lunch ticket. Each milk ticket will be good for five cartons of milk. Therefore, the cost of the milk ticket will be \$3.75.*

All students must have their name on their ticket. If a student forgets his/her lunch ticket, they may borrow a ticket. This ticket is obtained in the gym in the morning before school. The cost (\$2.50/ticket) must be paid the next day. Assorted snacks may be purchased at a cost of \$.75 each. *Prices are subject to change depending on costs from the vendors.* Parents will be notified two weeks in advance.

## Cell Phone Policy

Please note the clarification of the cell phone policy in bold in # 4 below.

We recognize that the cell phone has become a necessity in our society. However, there is a time and place for which cell phone usage is appropriate.

1. A cell phone may not be carried on a student's person (pockets), backpack, or purse. *(Backpacks and purses sometimes travel with the student.)*
2. Cell phones must be kept in a student's cubby, a container in the classroom, or coat in the students' homeroom.
3. All cell phones should be turned off, while in storage in the places listed above, as this disturbs a class when the phone goes off.
4. Any student who does not follow these, or gets caught using the cell phone, whether calling or texting, etc., during the school day **(The school day begins when the students enter the building in the morning and leave the building at the end of the day.)** without permission from a teacher, will be issued a detention and the homeroom teacher will have to take possession of the phone at the beginning of the day and it will be returned upon the student's departure at the end of the day. If a student persists in not following these guidelines, the student will be forbidden to have a cell phone in school.

## **Drug and Alcohol Policy**

We at Our Lady of Peace believe in the value and potential of each student and recognize that drug and alcohol abuse impairs the ability of the student to develop to his/her full potential. We believe chemical use and its dependency is an overwhelming problem that affects students in all aspects of his/her life - spiritual, moral, physical, intellectual, emotional and social.

Thus we have adopted the following policy:

- 1. Any student in possession of alcoholic beverages, narcotics or other harmful drugs, whether for his/her own use or to be sold while on the premises of Our Lady of Peace School or while representing Our Lady of Peace School, is subject to severe disciplinary action, including dismissal.*
- 2. We believe that any chemical dependency is a treatable illness. No disciplinary action will be taken until a meeting is held as soon as possible with the student, parents, teacher, principal and the pastor. After discussion of the problem, recommendations will be made by the pastor and principal, always keeping the health and welfare of the student the priority.*
- 3. The school will adhere to the policy set forth in the diocesan handbook which states that legal authorities must be contacted.*
- 4. Whenever available, educational programs will be presented to all students so they can become better aware of the dangers of drug and alcohol abuse.*
- 5. Prescription drugs or over counter drugs shall be administered only by the school nurse or by administrative personnel in her absence.*

It is the responsibility of the students, parents, teachers and administration to keep our school drug and alcohol free.

## **Weapons Policy**

A student shall not possess, handle, conceal, or transmit any object that can reasonably be considered a weapon. Weapons are defined as implements that can cause bodily harm and can threaten the health, safety, and welfare of others. The weapons rule applies to, but is not limited to, firearms, sharp cutting instruments and chemicals such as mace, or any other object, device, or instrument that is of no reasonable use to a student at school.

There is never, ever a reason or justification for bringing a weapon of any kind to school or school sponsored activities. The safety of students, parents, and staff will not be compromised.

## **Discipline**

Any student in violation of this policy may face penalties up to and including immediate suspension pending expulsion or lesser penalties as determined by the pastor and the principal, depending on the severity of the infraction.

## **Harassment Policy**

The Harassment Policy of Our Lady of Peace School shall be governed by the Diocese of Erie Policy of Harassment whose statement of purpose is as follows:

It is the vision of our church that “we must be people after God’s own heart, bonded by the spirit, sustaining one another in love, setting our hearts on God’s kingdom, committing ourselves to solidarity with those who suffer, working for peace and justice, acting as a sign of Christ’s love and justice in the world.” (Statement from National Conference of Catholic Bishops, “Economic Justice for All.: Washington, D.C.: United States Catholic Conference, 1986)

Respect for the dignity and worth of each individual is a basic precept of the Catholic Schools in the Diocese of Erie. Each faculty member, staff member, student or other individual who is in a working relationship with the school is entitled to work or to attend school in an environment free from discriminatory practices, including sexual harassment as well as harassment based on race, creed, color, age, disability, or religion. All will be held to standards of conduct which ensure that the school is free from sexual and other forms of illegal harassment. Although this policy primarily addresses the issue of sexual harassment by employees of the Catholic Schools Office or the individual schools and parishes, students are encouraged to report any complaints or concerns, regarding harassment of any type by other students, to their teachers or school administration for investigation and possible disciplinary action up to and including expulsion.

## **Child Protection/Safe Environment Inservice of Students**

We are mandated by the Bishops of the United States to inservice all of our students every year for Child Protection /Safe Environment. **If you do not want your child to participate in this inservice, please write a note to your child’s homeroom teacher stating this and we will honor your request.**

## Bullying – Assault (Direct, Implied, Written or Veiled)

### Definition of Bullying

*"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."*

*--Dan Olweus, creator of the Olweus Bullying Prevention Program*

***"Do to others, as you would have them do to you. This is the law and the prophets."***

Matthew 7: 12

### Physical Assault

Below are listed the consequences for any student who has physically assaulted any child (or adult) in our school or school related activity, no matter what the reason. (**Please note:** In the case of a Student Council Officer or Classroom Representative, they will be immediately removed from their position at the "first offense," as they have proven themselves unworthy of the trust placed in them by their fellow students. They will still need to serve the punishment for the "First Offense.")

## **THESE WILL NOT BE NEGOTIABLE.**

### First Offense

- a. The parent will be called immediately to come and pick up their child from our school.
- b. The student will serve the following day In-School Suspension (I.S.S.)

### Second Offense

- a. The parent will be called immediately to come and pick up their child from our school.
- b. The student will serve the next three days in In-School Suspension (I.S.S.)

### Third Offense

- a. The student will be directed to gather up all of his or her belongings.
- b. The parent will be called immediately to come and pick up their child from our school.
- c. The child will then be considered expelled from Our Lady of Peace School.

## **Verbal Assault**

Students, who have verbally assaulted any child (or adult) in our school or school related activity, will receive consequences that may include immediate physical removal. (**Please note:** In the case of a Student Council Officer or Classroom Representative, they will be immediately removed from their position at the “first offense,” as they have proven themselves unworthy of the trust placed in them by their fellow students. They will still need to serve the punishment for the “First Offense.”)

## **THESE WILL NOT BE NEGOTIABLE.**

### **First Offense**

- a. The student will call the parent to explain what he or she has done.
- b. The student will serve a detention on the following Tuesday after school.

### **Second Offense**

- a. The student will call the parent to explain what he or she has done.
- b. The parent will come and remove the student from the school.
- c. The student will serve the next day in In-School Suspension (I.S.S.)

### **Third Offense**

- a. The student will call the parent to explain what he or she has done.
- b. The parent will come and remove the student from the school.
- c. The student will serve the next three days in In-School Suspension (I.S.S.)

### **Fourth Offense**

- a. The student will be directed to gather up all of his or her belongings.
- b. The parent will be called immediately to come and pick up their child from our school.
- c. The child will then be considered expelled from Our Lady of Peace School.

## Academic Athletic Policy

### Kindergarten through Grade 6

1. Interim reports will be issued to all students participating in athletics in Grades K – 6<sup>th</sup>. These reports will be issued after the 2nd and 7th weeks of any reporting period and will serve to alert parents of possible problems before progress reports or report cards are issued.
2. Students assessed as performing beneath their ability and/or earning two or more conduct checks as a result of their progress OR report card (issued in November, January, April) will be placed on probation for a period of two full weeks (ten school days and weekends).  
**Performance** is defined as but NOT restricted to the following:
  - Completing homework assignments on time and in a manner instructed by the teacher.
  - Actively participating in class.
  - Displaying the proper attitude and conduct in school.
3. During a probation period a student is **NOT** permitted to participate in practice or games including playoffs or tournaments.
4. If required, a conference with the respective parent, teacher, and principal will be scheduled to discuss the progress report.
5. If the student is successful in improving his/her effort and/or conduct, he/she will be allowed to again participate in that respective sport. Successful improvement is determined by the principal and respective teacher or teachers involved.
6. If the student does not improve during his/her probationary period and is issued an interim in the same subject areas and/or conduct, he/she is no longer eligible to participate in that sport or in any concurrent sport.
7. If a child is put on probation twice during any season, he/she is no longer eligible to participate in that sport or in any concurrent sport.
8. **ABSENTEES:** If a student is absent, he/she will **NOT** be permitted to participate in practice or a game on the same day of absenteeism. Further, **if a child is too ill to participate in gym, then he/she will NOT participate in practice or a game on that same day.**
9. At the beginning of each season, this policy statement is to be read and signed by the parent and student on the Participation Fee Policy stating acknowledgement and acceptance of the above policy.

## Academic Athletic Policy (con't.)

### Grades 7 through 8

1. Interim reports will be issued to all students participating in athletics in the middle school grades. These reports will be issued after approximately the 2nd and 7th weeks of any reporting period and will serve to alert parents of possible problems before interim progress reports or actual progress reports are issued.
2. Students earning two or more E's and/or two or more numbered comments pertaining to conduct as a result of their interim performance will be placed on probation for a period of two full weeks (ten school days and weekends). The numbered comment used to target the need for improvement in conduct is 18 on the revised (8/2011) Report Card..
3. During a probation period a student is **NOT** permitted to participate in practice or games including playoffs or tournaments.
4. If required, a conference with the respective parent, teacher, and principal will be scheduled to discuss the interim progress report.
5. If the student is successful in improving his/her academics and/or conduct, he/she will be allowed to again participate in that respective sport. Successful improvement is determined by the principal and respective teacher or teachers involved.
6. If the student does not improve during his/her probationary period and is issued an interim in the same subject areas and/or conduct, he/she is no longer eligible to participate in that sport or in any concurrent sport.
7. If a child is put on probation twice during any season, he/she is no longer eligible to participate in that sport or in any concurrent sport.
8. The same probationary policy will hold for the actual progress reports issued at the end of each quarter (issued in November, January, April). Students will be placed on probation receiving two or more E's and/or two or more 18's in conduct.
9. **ABSENTEES:** If a student is absent, he/she will **NOT** be permitted to participate in practice or a game on the same day of absenteeism. Further, **if a child is too ill to participate in gym, then he/she will NOT participate in practice or a game on that same day.**
10. At the beginning of each season, this policy statement is to be read and signed by the parent and student on the Participation Fee Policy stating acknowledgement and acceptance of the above policy.

## Uniform Code Policy (Revised August 2012)

Students in Grades K-8 are to be in uniform throughout the school year. Kindergarten students are not required to wear uniforms on the day that they have gym, and can come to school in play clothes. Kindergarten students may wear sneakers every day. **Official school uniforms can be purchased at either the JC Penney School Uniform Department or the Red Door.** The intent of the Uniform Code Policy is uniformity. Deviations in color and style are not acceptable. **Students will be periodically and randomly checked by school faculty to: a) insure uniform policy is adhered to appropriately, b) to raise everyone's awareness of their responsibility to both student and school appearance.** Students will be given reminders of the uniform policy on an individual and/or class basis depending on the circumstance calling attention to a policy violation. Parents or Guardians of the students who have repeated violations will be issued a written notification by the class teacher or principal that, if violations persist, disciplinary action will follow including possible detention for insubordination/defiance. **Disciplinary action will vary and be handled on a case-by-case basis at the discretion of the faculty and principal. (1. written (verbal) warning, 2. written warning, 3 detention)** Communication between faculty and parents is encouraged to promote active awareness of school policy.

### Boy's Uniform

**Trousers** Navy blue dress pants with a belt. ***No Dockers, Bugle Boy, or any other type of pants that contain various labels.***

**Solid color belts must be worn.**

**Shirt** Light blue or white polo shirt. ***Shirt must be neatly tucked in.***

**Socks** Navy blue or white socks. ***Very short athletic socks, of any type, are not permitted.***

**Shoes** Dress shoes. ***Shoes giving the appearance of being an athletic shoe or boot or clogs are not permitted. This includes sandals or flip-flops.***

**Sweaters** Solid **Navy or White** cardigan or pullover. Sweaters may have monogram, **but no accents.** Uniform sweatshirts are permitted which are purchased through OLP.

**Shorts** Navy blue dress walking (***knee length***) shorts, optional (year round).

### Girl's Uniform

**Jumper/Skirt** Navy Blue - ***Skirts may not be rolled up at the waist. Hem should not exceed 3.5" above knee.***

**Blouse** White - short sleeve or long sleeve. White polo shirts are permitted along with the banded waist ones. Turtlenecks may be worn in the wintertime. ***Blouses must be neatly tucked in.***

**Skorts** Navy blue (knee length)

**Socks** Navy blue or white knee socks, tights, or short white socks. ***Very short athletic socks, of any type, are not permitted.***

**Slacks** Navy blue dress pants. ***No Dockers, Bugle Boy, or any other type pants that contain various labels. Slacks are not permitted to be rolled up at the waist.***

**Shoes** Dress shoes. ***Shoes giving the appearance of being an athletic shoe or boot, ballet type slipper or clogs are not permitted. This includes sandals or flip-flops.***

**Sweaters** Solid **Navy or White** cardigan or pullover. Sweaters may have monogram, **but no accents.** Uniform sweatshirts are permitted which are purchased through OLP.

**Shorts** Navy blue dress walking (***knee length***) shorts, optional (year round).

## **THE FOLLOWING ARE NOT PERMITTED**

- Spiked, dyed or outlandish hairstyles of any kind are not permitted.  
***-Both boys and girls hair should be neatly kept and trimmed and not covering the eyes or eyebrows.***  
***-Boys' hair should never touch the collar.***
- Outlandish headgear, excessive adornment in hair
- No jewelry is permitted except for watches, rings, and one pair of studded or very small hoop earrings.
- Boys are not permitted to wear earrings of any type.
- Make-up and colored fingernail polish is not permitted.
- Obviously oversized clothing will not be tolerated.  
***-The student should be neatly dressed according to uniform and or acceptable dress of the day.***  
***-Dress "down or up" days should be adhered to with clothing that is acceptable for a catholic school student. Modesty and self-respect should be observed.***
- Belts should not have spike-like accents on them.
- Key chains, watch chains or other items hanging from belt loops are not permitted.
- Any trouser or slack other than described above is not permitted.
- Flip-flops, clogs, stacked heels (wild colored shoes), ballet slippers are not permitted.

### **Dress Down Days**

Occasionally and on early dismissal days, the school holds a dress down day. The principal gives specifics over the public address system of the school and/or the Parent Broadcast System, stating that all dress should be appropriate for a Catholic School. Students who choose to not follow these directives will lose the privilege of the next dress down day. (Please refer to the top of page 21 to be sure.)

## **Physical Education Attire**

**Grades K - 3** Play clothes (suitable for activity) and athletic sneakers.

**Grades 4 - 8** Gym shirt and shorts purchased through the school, athletic sneakers, white socks.

**Backless and heeled sneakers are not safe for activities and may not be worn for physical education classes.**

**If a gym uniform, or any part of it, is lost, it must be replaced.**

## Extra Curricular Activities

### **Athletic Program**

The Athletic Program is coordinated by the Our Lady of Peace Athletic Association at no cost to the parish and/or school. All funds used to support the various programs are generated by student participation fees and various fund raising projects during the year. In order for the program to offer maximum student participation with the highest quality equipment, parent participation in both the individual sports and in the Athletic Association is vital.

### **General Guidelines**

Students participating in practice or games on school property shall remain on school premises until that event is concluded. Parents are expected to pick up students immediately after the activity.

All students who participate in athletics and receive uniforms and other equipment provided by the Athletic Association will be responsible for the return of these items in the same condition they were issued, taking into consideration normal wear and tear. Parents will be billed for those items that are not laundered and cared for.

All programs (except bowling) are governed by the rules of the PIAA and modified as necessary by the Diocesan Youth Activities Office. With several exceptions as noted, students in grades 5 and 6 participate at the junior varsity level and students in grades 7 and 8 at the varsity level.

### **Athletic Teams**

**Basketball** - *Open to varsity and junior varsity boys and girls. Practice begins in mid-August for JV girls. Boys JV and varsity start practice in November as does the girls varsity. OLP also sponsors several teams through the CLAY basketball league. Students in grades K-8 are eligible to play in this league.*

**Football** - *Open to varsity and junior varsity boys. Practice begins in August and continues with games through the end of October.*

**Cheerleading** - *Varsity and junior varsity cheer for football and basketball. Individual cheerleading competitions are held in February through April. Tryouts are held in August.*

**Wrestling** - *Open to students in Grades K - 8. Practice begins in November with dual matches and participation in tournaments through March. Intramural practice and non-league matches for Grades K - 5.*

**Soccer** - *Open to varsity and junior varsity boys and girls. Practice begins in March with games and varsity tournaments through May.*

**Swimming** - *Open to all students in Grade K – 8 who can swim. Dual meets and Diocesan Tournaments take place in March and April.*

**Tennis, Golf and Cross Country** - *Single events in tennis and golf are held various times during the school year. Cross Country is open to students in Grades 5 - 8. Practice begins in September and concludes with a Diocesan Meet in early November.*

**Bowling** - *Intramural leagues are open to all students in Grades 2 - 8. Games are bowled on Mondays and Fridays after school at Rolling Meadow Lanes.*

**Baseball** – Open to all boys in grades 6 – 8. Practices and games are March through May.

**Ski Club** – Members travel to Peak'n Peak in Clymer, New York. Students ski for a contracted number of weeks with the cost determined by the Peak. One hour of instruction and three hours of recreational ski time as well as bus transportation is included in the cost.

### **Girl Scouts**

The Girl Scout program is open to girls in Kindergarten through Grade 8. Most of the troops meet every other week. The meetings are held at school or sometimes in the leaders home. The Daisy Girl Scouts (Kindergarten) work on songs, games, arts and crafts and have lots of fun. Brownies are for girls in first through third grades. The girls work on try-it patches, exploring the many worlds of girl scouting. The older girls are either Juniors (Grades 4 - 6), Cadettes (Grades 7 - 8), or Seniors. These girls work on badges, they explore careers and the world of girl scouting along with having fun. There are several activities throughout the year that are done with all the troops as a school function. They have an investiture ceremony in the fall, Girl Scout dinner in March, and the Girl Scout tea in May. The main goal of our Girl Scout program is for the girls to have fun, learn new experiences, and build lasting memories from their years of Girl Scouts.

### **Cub Scouts/Boy Scouts**

Cub Scouting is open to all boys who will be entering first to fifth grades during the up coming school year. First grade cub scouts are known as "Tiger Cubs" and they meet on a monthly or biweekly basis for field trips, outings, crafts, etc. This program is designed to allow the kids to get to know each other on an informal basis, and learn a little about what cub scouting is all about. Second and third grade boys are known as "Wolf Scouts" and "Bear Scouts" respectively. They meet on a weekly basis for service projects, nature hikes, crafts, field trips, and study for their respective badges and arrow points of achievement. Fourth and fifth grade boys are known as "Webelos" and they meet weekly as they begin their journey into Boy Scouts. Webelos go camping, hiking, boating, and just about anything that the boy scouts do. They earn merit badges and pins along the way just like the boy scouts. The pack meets on the third Friday of the month for lots of fun, exciting speakers, food, games, and awards.

### **Junior High Youth Group**

This group consists of any 7<sup>th</sup> and 8<sup>th</sup> grade students who would like to be involved. There are monthly opportunities for members to participate in various activities. These activities can range from climbing at Nelson Ledges, playing bingo at senior citizen homes, going to Stations of the Cross at St. Peters, bowling, and helping at school functions. The year is culminated with a trip to Cedar Point.

## Extended Care

An Extended Care Program runs every day both before and after school. The before school program runs from 7:00 - 8:15 AM and the after school programs runs from 3:20 - 5:30 PM. It is not held during holidays, student vacations, teacher in-service, snow days or early dismissal days except for faculty meetings. There is a \$20.00 Registration Fee for each family. The daily fees are as follows:

**AM Program:** \$4.00 from 7:00AM – 8:15AM  
(\$2.00 per each additional child)

**PM Program:** \$5.00 from 3:30PM – 5:30pm (\$2.00 per each additional child)

**Early Dismissal Days:** \$8.00 from 1:30PM – 5:30PM (\$2.00 per each additional child)

## Preschool

The Preschool program at OLP consists of a three year old program on Tuesday and Thursday, and a four year old program on Monday, Wednesday and Friday. Children experience the joy of learning in this outstanding program that nurtures the spiritual, social, emotional and physical development of the child. The **a.m. session** is from 9:00 a.m. until 11:30 a.m.

The **p.m. session** is from 12:45 p.m. until 3:15 p.m.

## PEP (Preschool Extension Program)

PEP is open to both three and four year old children. A child must be enrolled at OLP Preschool to utilize the PEP. The program is designed to provide care for the children when they are not in the Preschool Program. It is available from 8:15 AM - 3:15 PM every day. If families need longer hours for their child they may take advantage of the Extended Care program at our school (See top of page 25).

Fees: The fees for the sessions are as follows:

- Half day sessions (AM or PM) \$17.00
- Full day sessions \$34.00

**Summer Program** – The Summer Program runs for ten weeks every summer from 7:00 AM to 5:30 PM five days a week. Indoor and outdoor activities, along with weekly field trips, are part of this program.

***Please note:*** Upon completion of your review of this handbook, please be sure to complete the sign-off letter for each one of your children. Please keep the blue copy and return the yellow copy to your child(ren)'s homeroom teacher(s). Thank you so much for taking the extra time to do this and for your support, which is so important.

*God bless you,*

*Principal - OLP*