

# OUR LADY OF PEACE SCHOOL HANDBOOK

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**OUR LADY OF PEACE SCHOOL**  
Columbus, Ohio

Dear Parents,

We, the Staff of Our Lady of Peace Catholic School, recognizing the parents' responsibility for Catholic Education, see our role as teachers in a Catholic School as complementing and reinforcing the Catholic truths that are taught and lived at home. If we are to work together for the good of each child, we - parents and staff - need to share our common belief. We need a knowledge and understanding of the basic rules of the school and we need each other's support and confidence.

It is our hope that this handbook will provide a framework upon which all of us, parents, teachers, administration, staff, priests, school board, and students all working together, can build a happy and successful school community. The policies that are contained within this handbook are based on the policies and regulations set up in conjunction with the Diocese of Columbus and the Our Lady of Peace School Board. Any parent wishing to review the diocesan policies and regulations book should contact the office and arrangements will be made.

Sincerely,

The Staff of  
Our Lady of Peace School

**MISSION STATEMENT OF OUR LADY OF PEACE SCHOOL**

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

## **PHILOSOPHY OF OUR LADY OF PEACE SCHOOL**

- Staff (teachers, administrator, and support personnel), students, parents, and the parish community share the responsibility for fulfilling the school's mission.
- Our identity as a Catholic school is important to us, as evidenced by the expectation that students and staff live and practice Catholic values and beliefs.
- Our role is to support the parents in their role as the primary religious educators of their children.
- Each student is a valued individual with unique physical, social, emotional, intellectual and moral development.
- An educational environment that accommodates differences in learning styles is essential so that all students may achieve.
- A student's self-confidence is enhanced by providing opportunities to succeed in a learning environment.
- Our school's commitment to continuous improvement is imperative to meet students' needs in a changing world.

Revised: 3/3/02

## **FACILITIES**

### In the school building itself:

First Floor - eight classrooms, art room, Msgr. Kenneth Grimes gymnasium, locker rooms, restrooms, secretary's office, principal's office, nurse's office, storage facilities, faculty room

Ground Floor - Library, music room, full-day kindergarten room, half-day/School Age Child Care (S.A.C.C.) room, science lab, cafeteria/ multi-purpose room/writing lab, NPSS tutoring room, storage facilities, kitchen, restrooms, maintenance office & furnace rooms

The large parking lot and adjacent field behind the school provide playground facilities during

school hours; basketball courts, painted games, and a play structure are provided. The Peace Pond and butterfly perennial garden is on East side of building.

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## **PERSONNEL and SERVICES**

### **The Administrator**

In the Diocese of Columbus, the principal of each school has the primary responsibility for both religious and instructional leadership. The principal integrates the goals and objectives of the school with those of the local parish(es), especially in religious instruction, and serves cooperatively in implementing all diocesan policies and directives. The principal also shares in the tasks of financial management, including budgeting and fund-raising, as directed by the pastor, whose primary responsibilities these are. The principal is both degreed and certificated as an administrator.

The Department of Education considers the responsibilities of the principal as organized into five major areas:

1. The principal should be a promoter of the school's uniqueness as a Catholic educational institution.
2. The principal should be student-centered -- concerned about the quality of teaching and learning which go on in the school.
3. The principal should be collegial in his or her relationship to the school's staff and supportive of their endeavors.
4. The principal should be creative in initiating and encouraging new programs, services, and methods.
5. The principal should be organized to perform administrative tasks responsibly and effectively.

### **Faculty and Staff**

Ten fully-certified Classroom Teachers, Science teacher, Library Aide, Teacher aides, Art teacher, Music teacher, Physical Education teacher; Non-Public Schools Service Personnel (NPSS services available to parents, teachers and children as needed; Reading Recovery Tutor, Remedial and Enrichment Tutor, Certified Nurse, Speech Therapist), School-Age Child Care Director and Assistants, Cafeteria Manager and Assistants, Secretary, Custodian and crew.

## **ACTIVITIES**

**Artist-in-the-Schools-Program** - Since 1976, Our Lady of Peace School has participated in the Artist-in-the-Schools program administered by the Greater Columbus Arts Council. Throughout the year, all nine grades participate in this enrichment program. Since 1981, the

expense of this program has been included in the school budget and the Home and School budget.

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**Servers** – Students in Grades seven and eight who have a desire may assist at Eucharistic Celebration, with participating sixth graders receiving server training during Lent.

**Field Trips** - Individual grades participate in field trips at various times throughout the year. Field trips are considered part of the school curriculum and students in the participating grades are required to attend. Whenever a class is involved in a field trip, each student will take home a permission slip for the parents' signature. The school cannot take the responsibility for such trips without the parents' authorization. When volunteers drive, they must abide by the OLP School Driver's Rules and Diocesan policy for drivers.

**Our Lady of Peace Parish Athletic Association** - This is a parish association of parents who volunteer their time to provide a comprehensive sports program under the sponsorship of the Pastor and the Parish Council. This athletic program is for boys and girls in grades one through eight. This includes football, cheerleading, volleyball, basketball, soccer, baseball, softball, golf, and track. The Athletic Association contacts parents about participation and organizes registration for activities.

**Safety Patrol** - The Safety Patrol consists of volunteers from grades six, seven, and eight, patrolling in front of the building, on the corners of High Street and Dominion Boulevard, Dominion Boulevard and DeSantis Drive, and Weisheimer Road and High Street. The Safety Patrol is on duty from 7:45-8:00A.M. and 2:35-2:45P.M. For the safety of the patrol members, there is no patrol on days when the temperature or wind chill is below 10 degrees.

**School Band Program** - Boys and girls, grades five-eight, may participate in the school band program. Brass, woodwind and percussion sections are included.

**Scouting** – Boy Scout and Girl Scout troops meet regularly at the school.

**Publishing Student Information** - According to Diocesan Policy (5126.0), a school, school employee, school organization or the Diocese may publish student information in various formats, including web sites under the following conditions: If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes picture with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight etc.), and educational records.

The form entitled “Personally Identifiable Information Release Form” must be signed and dated by the parent of a student prior to releasing personally identifiable information as defined in Policy 5126.0.

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## HEALTH

An emergency card is given to every student in a family prior to the opening of school. We must have a card on file for each child registered in the school. Please report any health problems and any medications your child is taking at that time. During the school year be sure to notify the office of any changes in phone numbers and addresses. In case of injury or illness, parents will be called at the judgment of the nurse or principal. In an emergency, the squad will be called as deemed necessary. Please note that health information from medical records, including emergency cards, will be shared with staff members in a confidential manner. If there is any information you do not want shared please let us know in writing.

### 1. Communicable Disease

- A. Report to the nurse immediately if your child has a communicable disease, a rash, or an eruption on the body.
- B. All children are expected to remain home during the communicable period of the disease as indicated by your physician.
- C. If your child has an elevated temperature or appears to be ill in the morning before school, it is strongly suggested that you keep the child at home on that day.
- D. It is recommended you keep your child home for 24 hours after a fever with any illness, or as advised by your physician.
- E. If your child is taking a prescription medication, make certain he/she finishes the prescribed doses.

### 2. Physical Examination

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

### 3. Immunization and Vaccinations

A. A pupil in grades K-12 is in compliance if the pupil meets or exceeds the minimum number of immunizations required for protection against diphtheria, tetanus, pertussis (whooping cough), varicella, polio, measles, mumps, rubella, and hepatitis B. The State Legislature mandates what diseases pupils must be protected against; the Ohio Department of Health stipulates the number of doses of appropriate vaccines required. This information will be given to new families in their registration packet and also included in the August Parent Letter.

B. If the school has not received the appropriate up-to-date immunization record within 15 days after the child enters school, the child will be excluded until record complies.

### 4. Vision and Hearing Testing / Scoliosis Screening

Vision and hearing testing are done on all new pupils and routinely in selected grades. If you receive a letter recommending further examination, please return the physician’s report to the school. Students in grades 6 through 8 will be screened for scoliosis.

5. Severe Allergies:

In dealing with known severe allergies (e.g. bee sting reactions) school personnel will call the emergency squad and the student's parent or guardian immediately. The caller will tell the dispatcher of the probable allergic reaction. School personnel will then follow procedures which have been pre-arranged with the parent or guardian .

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6. Procedure for Administration of Medications --

Principal's Note: Follow this policy completely or medications will not be administered. This is an area where expert and explicit direction from the child's physician, parent and guidelines from the Health Department and the Ohio Nurses Association will be followed.

When possible, it is preferred that all medications be administered to students by their parent or legal guardian. There are however, some exceptions when with medical advice, a child is required to take medication during school hours. No medication, **including non-prescription medications**, shall be administered by the school nurse or other personnel as designated by the principal without the following requirements being met:

- A. The principal or designee must have on file a written request from the physician indicating the following:
  1. The name and address of the student.
  2. The school and class the student is in.
  3. The name of the medication and dosage of medication to be administered.
  4. The times or intervals at which each dosage of medication is to be administered.
  5. The dates of administration of medication to begin and cease.
  6. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency.
  7. Special instructions for administration of the drug, including storage.
- B. The principal or designated person must have on file a written request from the parent/guardian to administer the medication as specified by the physician (see A). A verbal or telephone request is not sufficient. Note: Faxed permission forms will be acceptable (267-2333).
- C. The parent will assume responsibility for safe delivery of the medication to and from school.
- D. All medication must be in the original prescription bottle with the label indicating the drug, directions, and the physician's name.
- E. The parents/guardians of the child shall assume responsibility for informing the school nurse or principal or designated person of any change in the child's health or change in medication.
- F. All medications shall be stored in a locked location, except medications that require refrigeration. These may be kept in a refrigerator in a place not commonly used by students.
- G. When, in the judgment of the principal, compliance with the parent's request to administer medication is not in compliance with this policy, permission will be refused and parents called.

7. Special Circumstances

In extreme circumstances (such as asthmatics) a practice of students carrying their own medications exists. This will only be allowed with signed permission from the principal and the correct

physician and parent authorization forms on file.

Every staff member must abide by the Our Lady of Peace School Procedures regarding the administration of medication. Any staff person violating these procedures can be held liable. The school must and will follow these procedures for the safety of all.

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8. Heimlich Maneuver – House Bill 384 requires that public and nonpublic schools have at least one employee trained in the performance of the Heimlich maneuver present during periods of food service to students.

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

The primary goal of nutrition education is to positively impact eating behaviors.

The success of the Student Wellness Program depends on a collaborative effort between parents, students, teachers, cafeteria staff, and the principal. Representatives from each of these groups will write the yearly plan with input from the group they represent.

Our student wellness program:

1. Includes ongoing goals written as part of a yearly plan in the areas of nutrition education, physical activity and other school-based activities designed to promote student wellness;
2. Sets nutrition guidelines for all foods available during the school day in order to promote student health and reduce childhood obesity;
3. School meals are, at a minimum equal to the guidelines issued by the U.S. Department of Agriculture;
4. Includes implementation and evaluation in the yearly plan to monitor the success of the student wellness program.

Note: The above policy is in accord with Diocesan Policy #5145.0.

### **ADMISSION POLICY**

No Catholic child whose parents desire to enroll him in a Catholic School in the Diocese of Columbus shall be denied admission to that school on the basis of race, color or creed.

No child, regardless of religious affiliation, whose parents desire to enroll him in a diocesan school, which possesses capacity for additional enrollees, shall be denied admission to that school on the basis of race, color, or national origin. The above will be in effect providing that the school can adequately service the particular needs of the child. The judgment concerning this service will be left to the discretion of the Principal.

This policy is in accord with the Guidelines for Admission to Catholic Schools as published by the Diocese of Columbus.

### **School Regulations**

A. In the admission of students to this school, the order of priority shall be as follows:

1. Children of active parishioners (see Tuition Policy for definition of “active parishioner”):
    - A. Children from families with children already enrolled, or siblings who have graduated.
    - B. Children now reaching school age.
    - C. Children from families newly moved into the parish whose children have been in Catholic schools where such were available.
 (All of the above will be registered in order of years of registration in the parish.)
 

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  2. Children from non-parish families with students already enrolled in the school.
  3. Transfer students from other Catholic schools:
    - A. from parish schools that are now closing.
    - B. from parishes not offering full programs, K-8.
  4. Children of other parishes may be admitted if, on the basis of a personal interview, the Pastor and Principal judge the intent and motivation to be in accord with the highest ideals of Catholic education.
  5. Other student transfers (Catholics from other areas and children of other faiths) may be admitted if, on the basis of a personal interview, the Pastor and Principal judge the intent and motivation to be in accord with the highest ideals of Catholic education. Children of other faiths from families already enrolled in school will be judged on an individual basis; these children will have precedence over the children of families of other faiths who are new to the school.
  6. The Pastor and Principal make the final decision in regard to this policy.
- B. Any child who does not reside with both parents in the same household must have the custodial/residential parent provide the principal with a certified copy of any child custody order or decree pertaining to the pupil. Parents have the obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court ordered document for the child’s permanent record. Both the custodial and the non-custodial parent are entitled access to their child’s records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial/residential parent.
- C. Starting in the 2010-11 school year, a new requirement to complete registration asks parents to complete the volunteering requirements which include:
- Fingerprinting and
  - Taking the *Protecting God's Children* Program according to Diocesan Policy 4110.0. (Parents may register for *Protecting God's Children* program at [www.virtusonline.org](http://www.virtusonline.org))

### **Withdrawals**

Parents who are withdrawing students should contact the office to notify the principal of the date and reason for withdrawal. A copy of the student’s permanent record and health record will be sent to the new school upon written request and fulfillment of any outstanding fees.

## ATTENDANCE POLICY

Students should be regular in attendance because attendance has a vital bearing on the educational progress.

### School Regulations

1. Notification of Absence -- Parents of children in all grades should call or e-mail school on each day of the child's absence before 9:00A.M. The e-mail address is: [olp@cducation.org](mailto:olp@cducation.org)

2. Return to Class Notes -- When a student has been absent, he/she must bring a note from their parent the day he/she returns. The note should contain the date of absence, the reason for the absence, and the parent's signature.

3. Excused from Physical Education -- A parental note must be sent to the office

4. School-Time Vacations -- The school strongly discourages vacations taken during the academic year, and outside of school vacations.

Parents who wish to take their children out of school for several days because of family vacation plans should contact the Principal. The final decision, however, rests with the parents, who likewise assume the responsibility for seeing that students make up the work they missed during their child's absence. Teachers are not to be expected to give work in advance.

5. School-Time Appointments -- When it is absolutely necessary for the child to be excused from school for medical or dental appointments, a note is to be sent to the child's teacher. For the safety of the children, we ask that parents come into the building to sign the child out of the building. No child is permitted to leave the building without his or her parent or other authorized adult as identified on the emergency card. Student's permanent record will be kept accordingly (see #5).

6. Tardiness -- Students must report to their classrooms by 8:05A.M. If a student comes later than this, he/she is tardy and must report to the office for a tardy slip. When two-hours in a day are missed, it will be counted as half-day absence on the student's permanent record.

7. Inclement Weather

Before School-- In case of severe weather, please listen to local radio and television stations. When "Columbus CATHOLIC Schools" are closed, Our Lady of Peace School is closed. Closings will also be noted on the school's website <[www.olpcolumbus.org](http://www.olpcolumbus.org)> under "Breaking News".

During the School Day -- If severe weather conditions develop once school is in session, OLP will not close or have an early dismissal. Parents of bus riders need to be aware that public systems do not always notify us in advance of their decision to close early. If time permits, our school office will call each bus rider's parent. Children will not be allowed to get on their bus unless we know that their parent

will meet them at the bus stop. If the weather is severe, walkers will not be permitted to walk home. School personnel may drive them home if they are walkers and parents cannot be reached.

8. School Crisis Management – The school has developed a crisis plan that is compliance with the National Incident Management System (NIMS) guidelines. The plan will be evaluated and updated yearly.

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### **DISCIPLINE POLICY – CODE OF CONDUCT**

The essence of Christian discipline is self-discipline. Through the positive interaction and shared responsibility of principal, teachers, and parents within the child's life, he/she can be motivated to seek good in his/her own individual life and within the school life. To achieve the above, the administration will develop discipline and orderly behavior within the school and its environs.

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus; see Diocesan Harassment Policy #5140.05 (on handbook pp. 13 & 14) and Bullying Policy #5140.02 posted in the hall. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

If a child is disciplined and the parents disagree with the method the teacher has employed, it is their privilege to request an interview with the teacher. Appropriate behavior is the responsibility of each child. If intervention/modification is called for that intervention will begin at the lowest level and follow this pattern: parents will be notified and consequences will be determined/given so that more appropriate choices will be made in the future.

No teacher will use corporal punishment on a child. Any serious case of discipline will be referred to the parents and the principal.

#### **Rules and Regulations**

##### **1. Building Rules**

- A. When entering or leaving the building, students are to use the sidewalks. At no time are they to use the grass area as a short cut.
- B. Students are to walk whenever entering or leaving the building and when moving from one area of the building to another.
- C. There should not be any loud talking or commotion when in the building. There should be a spirit of quietness in the halls, on the stairways, and in the classrooms. There is silence in the classroom at the second bell in the morning.
- D. The restrooms are to be treated appropriately. There should be no playing or loitering in or around the restrooms.
- E. Students are to follow the instructions of any school staff member with respect to student conduct in the building.
- F. Chewing gum is not allowed at any time in any place on the school grounds.
- G. Students should keep the floors in the classrooms, hallways and restrooms clear of paper and debris.
- H. Students must have permission to be in the halls and restrooms.
- I. No one may leave the school without permission from the office.

2. Cafeteria Rules (Annotated Cafeteria Rules available for Parent Prefects)

- A. There should be no loud talking while waiting in line or while eating in the cafeteria. No “ditching” is allowed.
- B. All trash should be disposed of in the proper waste can.
- C. No food or drink should be taken from the cafeteria.
- D. Students are not permitted to have “fast food” for lunch (McDonald’s, Subway, etc.) at any time. Students may not have carbonated beverages.
- E. Before leaving the cafeteria, students are to clean their eating area: table, chair and floor.  
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- F. Once students have cleaned their eating area, students in grades 1-4 will stand behind their chairs and wait for dismissal approval from the prefect. Upper grade students will stack the chairs as directed, return to place or leave directly after stacking their chairs at the discretion of the prefect.

3. Recess Rules (Annotated Recess Rules, both outdoor and indoor, available for Parent Prefects)

- A. The adults on duty must be obeyed and given respect at all times.
- B. Students are to be mindful of the classes in session and play away from the building.
- C. No one may leave the playground for drinks or bathroom visits without adult permission.
- D. The areas around the bicycle racks, behind the backstop, and the Peace Pond are “off limits” during recess.
- E. Students must watch for cars coming onto or leaving the parking areas. They are not to play near any cars parked on the lot
- F. Tackle football or any similar rough play is not permitted during the school day.
- G. No snowballs are to be made or thrown on the school property at any time.
- H. No climbing or carrying of another student is permitted; this includes but is not limited to “piggy-back rides”, building pyramids, climbing fences, trees, bike racks, etc.

4. Safety Regulations

- A. With the exception of the Safety Patrol and their siblings, no one is to be on the grounds before 7:25A.M. when the prefect comes on duty. If a student must be dropped off before 7:25A.M., a written request must be sent to the principal for approval.
- B. The front of school is reserved for school busses. After 7:40A.M. no dropping off or picking up children in front of school is permitted.
- C. In the morning, children are to stay within the roped-off area on the parking lot. Drivers are not to pass when children are exiting a car. The drop-off area is from the yellow post to where the concrete hits the grass. Drivers are to pull up as far as possible into the drop-off area before letting children out.
- D. When picking up children at dismissal engines must be turned off. There will be no parking, stopping, or picking up students along the curb between the school and church or in the driving lanes. Cell phones are off once the car is turned back on. On rainy afternoons, students will wait in the gym until parents come to the gym door to fetch them. Dogs may only be in a car or on the church side of the driveway during dismissal.
- E. At 2:30P.M., bus riders will be dismissed.
- F. Children waiting for car rides after school must wait in the back of the school. After 2:45P.M., the teacher on duty will take any remaining children to the office/front of the building to await their rides. If you are going to be late (past 2:45 PM) picking your child up, please call the office so that we can let him/her know. All children must leave with their class, but the teacher on duty (or Mrs. Folian) will bring those not picked up (by 2:45 PM) to the front of the school where they will wait

under office supervision until their ride arrives. Be sure to have them let one of us know you have arrived, before they leave the steps to go with you.

#### DISMISSAL PROCEDURES

1. 2:34PM – Red “Flag Directors” take their places at DeSantis & High St. entrances.
2. 2:35PM – Bell rings & ropes go across. Red umbrellas and flag go up AFTER all cars are parked. No car may move.
3. 2:35 PM -- Teachers lead students out and first teacher out puts the red flag in the flag standard on the building Once the flag is up teachers may let students go and students go to their cars\*.
4. 2:38 pm – “No-Go” bell is rung. Once that bell stops ringing, all those not already on their way to their car must wait. Once those leaving are in their cars, the red umbrellas, flag, and ropes come down and cars may leave.

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\*Note: Adults wishing to socialize are welcome to stand with their children near the building until the lot clears. A child may play on the structure with the permission of an adult who will supervise their play. Everyone must leave once SACC comes out. Only SACC students may be on the structure or in the field while SACC is in operation (usually 2:45-6pm).

\*\*\*\*\* IMPORTANT -- It is the responsibility of the parents to be sure that anyone picking up their children from school be aware of the dismissal procedures. Should you like separate copies of these rules, they are available from the office or from our website in the “Parents as Partners” folder.

- G. The Safety Patrol is a vital part of the School Safety Program. The Patrol is on duty both before and after school. If the wind chill falls below ten degrees, the Patrol will not be on duty.
- H. Once the school day starts, the front door is the only access to the building. Children have been instructed that they may not open the door to any adult seeking admittance to the building (including their own parents). The office staff will admit only adults with business at the school. At all times, visitors (including parents) must report and sign-in at the office.

#### 5. Safety Drills

We are required by law to have a certain number of a variety of safety drills each year. There will be no parental admittance to the building during a drill. For the safety of the children, the following rules should be adhered to:

##### A. Fire/Rapid Dismissal Drills

- 1) Walk quickly and directly to the proper exit or safety area. Never run.
- 2) Do not talk.
- 3) If you are not with your homeroom when the alarm sounds, go out the nearest exit, go to the back parking lot, and report to your homeroom teacher.
- 4) Never re-enter the building until the fire alarm siren stops sounding.

##### B. Tornado/Reverse Evacuation Drills

- 1) At the alert signal, walk quickly and directly to assigned places.
- 2) At conclusion of the drill, students return quietly to their classrooms.

##### C. Shelter in Place/Lock Down Drills

- 1) Move everyone inside to interior rooms on the upper floor.
- 2) Close and lock all doors. Leave blinds up.

#### 6. Students in the Office

At no time should a student enter the office unless he/she has a specific business matter to take care of or he/she is sent there by a teacher. The office is a place for business.

7. School Bus Regulations (These are State Regulations.)
  - A. Changing from seat to seat while the bus is in motion is prohibited.
  - B. Pupils must ride the assigned bus. No unauthorized passengers are permitted.
  - C. Excessive noise or loud talking or laughter is prohibited.
  - D. At railroad crossings and other danger points all talking and noise is prohibited.
  - E. It is prohibited for a pupil to extend any part of his/her body through an opened bus window.
  - F. Pupils must observe rules for crossing the street when exiting from a bus.
  - G. Spitting or throwing any object from bus windows is prohibited.
  - H. Smoking, eating, drinking, or littering on the bus is prohibited.
  - I. Pupils must obey the bus driver's instructions. 13
  - J. Transporting of animals, pets, or glass containers on the bus is prohibited.
  - K. Parents are responsible for any damage or marking of the bus by pupils.
  - L. Profane language is prohibited.
  - M. School buses are not permitted to stop longer than necessary to pick up pupils. School buses will not wait for tardy pupils.
  - N. Pupils are to get on and off the bus at assigned stops only.
  - O. Any conduct that would endanger any passenger or driver or could result in the damage of the vehicle is prohibited.
  - P. The carrying of weapons by bus passengers is prohibited.

8. General consequences for Conduct Code violations:

- A. Stage I - Student made aware of inappropriate behavior and take steps to modify behavior. Steps = 1) Reminder. 2) Note sent home. 3) Parent called and student writes an Action Plan. 4) Detention served and conference is held.
- B. Stage II – At this point consequences become more serious. Diocesan Policy #5114 – Suspension and Expulsion explaining “Due Process” is sent home. 5) In-school suspension and student is put on behavioral probation. 6) Out-of-school suspension. 7) Begin process for expulsion.

**DIOCESAN HARASSMENT POLICY #5140.05**

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability. Bullying is when one person uses power in a willful manner with the aim of hurting another individual repeatedly.

2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of bullying, harassment and intimidation. No student, teacher, or other staff member - male or female - should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to the following:

- \* Offensive sexual flirtations, advances, propositions;
- \* Continued or repeated verbal abuse of a sexual nature;
- \* Explicit or degrading sexual or gender-based comments about

- another individual or his appearance;
- \* The display or circulation of sexually explicit or suggestive writing, pictures or objects;
- \* Any offensive or abusive physical conduct which shows hostility or aversion toward an individual because of gender or sex;
- \* Graffiti of a sexual nature;
- \* Fondling oneself sexually or talking about one's sexual activity in front of others;
- \* Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment also includes the taking of, or refusal to take any school or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that

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an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's assignment, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of school or academic achievement.

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

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

5. Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes they are subject to harassment or intimidation should contact the principal, assistant principal, or pastor at the elementary level; and the principal, assistant principal, or superintendent at the secondary level. A complaint should be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.

6. Where it is determined that improper harassment has occurred, the school will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account and be considered to be appropriate for the ages of the individuals and circumstances.

7. No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

8. Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

NOTE: Posted in the hall by the office is the Harassment Complaint Form that must be filled out for a complaint of harassment to be initiated. Please give it to the principal or send to the superintendent's

office if the complaint involves the principal.

### **DRUG, ALCOHOL, AND WEAPONS POLICY**

Drugs, alcohol, tobacco, weapons or any instruments of violence, and all illegal substances are defined as **banned substances**. Banned substances are not to be used, possessed, nor sold on the property of Our Lady of Peace School or Our Lady of Peace Parish. This also applies to all school-related events held off school property (e.g. away games, field trips, etc.).

Anyone who is using, selling, or has in his/her possession, or who is under the influence of, any of the above-mentioned banned substances shall be brought to the attention of the Principal, or the Principal's designated representative. 15

The Principal, or the Principal's designated representative, shall take the following actions, based upon the nature and seriousness of the offense.

#### **FIRST OFFENSE:**

- A. The Principal shall immediately notify and confer with the student's parent(s) or guardian.
- B. The student shall be suspended for a period of up to **5 days**, and may be expelled, at the discretion of the Principal.
- C. In the event that a student is suspended, the Principal may require the parent(s) or guardian to provide the school with an assessment/evaluation by a chemical dependency facility or a licensed mental health professional, with a drug and alcohol certification, in order for the student to be readmitted. For the first offense, this requirement may be waived at the discretion of the Principal or Pastor. However, this assessment is **required** for any subsequent offense.

**SECOND OFFENSE:** The student shall be expelled from school, at the discretion of the Principal, provided the student was suspended for the first offense.

**THIRD OFFENSE:** The third offense shall result in immediate expulsion from school.

### **SUSPENSION AND EXPULSION POLICY**

A student whose conduct disrupts the academic atmosphere of the school, endangers or harasses others, damages property, or violates an important regulation or policy listed in the school's handbook may be immediately suspended from school by the Principal or Administrator in charge.

A student who engages in disruptive conduct outside of school that causes embarrassment to the school and/or poor example to the students may be suspended from the school at the discretion of the Principal.

If expulsion is called for, a written notification to the parents and to the Superintendent of Schools shall clearly state the reasons for expulsion. There can be an appeal made to the Diocesan School Office concerning these matters; however, Diocesan regulations will be followed.

Parents of the student suspended shall be informed immediately by telephone and in writing of the suspension. The reason(s) for the suspension shall be given and the parents and the student shall be invited to confer with the Principal in order to review the affair.

Any student who engages in fighting will be sent to the Office immediately. A letter will be sent to the parents who will be asked to set up an appointment with the Principal.

**In all of the above actions, the student has the right of due process.**

**STUDENT EVALUATION POLICY**

Parents and teachers need to work together to help each child achieve necessary skills and to develop good work habits. To aid that teamwork, all students will quarterly be given a “Student Progress Report” reporting academic development and the “Life Skills Report” will be sent when improvement is needed in the areas of thinking and reasoning, self regulation, life work, or working with others. The Life Skills Report will be used to report on effort an essential element in academic success and part of the work habits, ethics, and values that support a life-long learner.

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Progress Codes for K-8

- + Exceeds the Standard
- ✓ Meets the Standard
- I Improving, but not meeting the Standard
- N Does not meet the Standard
- INC Incomplete\*

Grades 5-8 only Marking System

- A = Advanced
- B = Proficient
- C = Basic
- D = Minimal
- E = Unsatisfactory

\*INC is a Progress Code only on grades five to eight reports. It indicates “Unable to assess the Standard due to missing work” and will be marked in pencil. A “Life Skills Report” will be sent and a plan to complete the work will be written and placed on file in the office.

Student Recognition for Academic Achievement

- Honor Roll -- All checks in subjects and subcategories of subjects  
Grades 5-8 – all A’s and B’s in subjects  
(Maximum two “ I ”s may be “averaged” with “+”s)
- Silver Honors -- Grades 5-8 – All checks with six or more “+”s and  
More A’s and B’s in subjects
- Gold Honors -- Grades 5-8 – All checks with twelve or more “+”s and  
All A’s in subjects

Parent-Teacher Conferences -- During the first quarter, parent-teacher conferences will be arranged. During the third quarter, parent-teacher conferences will also be available. Should the parents feel the necessity for a conference at any other time, they should call the school office and the teachers will be notified and return the call to arrange a suitable time for a conference.

Student Records -- No data shall be released about students without the written consent of the parents or of the student who is 18 years of age or older.

Those who are permitted to view an individual student’s records are:

1. School personnel;
  2. Parent(s)/guardian(s) of a minor student;
  3. Non-custodial parent of an individual minor student unless denied access;
  4. Officials of other schools to which the student transfers.
- Others are denied access unless they have a subpoena or the written permission.

School personnel may release information concerning students for research if individual student's identity is protected.

### **RELIGIOUS EDUCATION POLICY**

“Christian education is intended to ‘make men’s faith become living, conscious and active, through the light of instruction.’” (*To Teach As Jesus Did*) It is with this purpose in mind that OLP School strongly affirms both the teaching and spreading of the Word of God as the basis of its educational program. Instruction in religious truth and values will always be an integral part of its complete school program.

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The staff at Our Lady of Peace School will always strive to be persons of faith, witnesses of the Gospel, witnesses of the Church, proclaimers of Christ’s message, sharers in the fellowship of the Spirit, and servants of the Community.

Time allocation (minimum) for the teaching of religion is included in the curriculum:

Grade Kindergarten	100 minutes a week
Grades 1 - 6	175 minutes a week
Grades 7 - 8	200 minutes a week

#### **Specific Religious Practices at Our Lady of Peace**

Sacrament of Penance is provided for grades three through eight during Advent and Lent.

Student Preparation for reception of First Communion and Reconciliation is in the second grade.

Student Preparation for reception of Confirmation is bi-yearly for grades seven and eight.

Parental Preparation Classes for First Communion, the Sacraments of Penance and Confirmation are held during the year.

Each class attends Mass as a “paired”-class once each month: 1 - 3; 4 & 5; 6, 7 & 8.

Special Masses and All School Masses are attended by the entire school and the students are paired with their ‘buddy class’ as follows:

Gr. K & 5    Gr. 1 & 6    Gr. 2 & 7    Gr. 3 & 8    Gr. 4 - Solo

Special Prayer services attended by the entire school are at appropriate times during the year.

All OLP families are expected to attend church with their children on a regular basis. As stated in the opening letter of this handbook, it is the parents’ responsibility to teach and live the Christian truths in their home: without parent leadership the children cannot follow.

### **HOMEWORK POLICY**

Homework will be given to help strengthen and enhance the total educational program. Assignments will be geared to meet the needs of the students. Children should be reminded that homework can be both written and study. Doing school work at home is a discipline that should be built into the students' lives.

### School Regulations

1. The amount and nature of the work assigned for home is left to the judgment of the individual teacher, keeping in mind the Diocesan guidelines\* on amount of time spent on daily homework.
2. Written homework is not usually assigned over weekends or other holiday periods. However, this is up to the judgment of the individual teacher. 18

\*Diocesan Guidelines in minutes: Grades 1 - 3 = 30; Grades 4 & 5 = 60; Grades 6 - 8 = 90.

Please contact the individual teacher if there is too little or too much homework.

Absent Work Make-up: Unless other arrangements are made with the individual teachers, a student will have as many days as they were absent plus one to make up work missed due to an excused absence. This includes any tests and or quizzes that were missed

## **LENGTH OF SCHOOL DAY POLICY**

The official day for pupils shall consist of not less than five hours for scheduled classes, supervised study and individual help.

### School Regulations for Daily Schedule

First Bell:	8:00A.M. Grades K-8 go to class.
Second Bell:	8:05A.M. Tardy bell. (Late students report to the office.) 10:50A.M. Morning Kindergarten dismissal
Lunch/Recess:	11:15A.M. – Noon – Grades All Day Kindergarten through 4 Noon – 12:40P.M. – Grades 5-8
<u>Dismissal</u>	
First Bell:	2:30P.M. – Bus riders, All Day Kindergarteners and Siblings
Second Bell:	2:35P.M. – Gr. 1-8

## **DRESS POLICY**

Proper dress sets the mood for an educational atmosphere. A standard dress policy reduces financial burdens resulting from the need of a large and varied wardrobe, avoids peer pressures for competitive dress, precludes current dress fads, promotes school spirit, and instills the idea

of good judgment in dressing properly for the occasion. A standard dress policy accomplishes the goals for proper dress. This policy will be required from the first day of school until the end of the school year. If it is necessary for a student to come to school in clothing other than what is permitted by the policy, a note must be sent to the office stating the reason.

Compliance with the Uniform Policy is one of the requirements of continued enrollment. Noncompliance will result in appropriate consequences which can include but not be limited to required wearing of a belt, purchasing the uniform shirt and pants from the official uniform store, or a young lady being required to wear the uniform jumper.

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#### BOYS only

1. Hair must not exceed the length of the ear nor go beyond the top of the collar or the eyebrows.
2. No pierced earrings may be worn.
3. Shaved heads are not appropriate for school.
4. No fragrances.

#### GIRLS only

1. K-3: Plaid, uniform jumper, skort, or skirt with or without straps.  
4 - 8: Uniform skort or skirt.  
Hems must be no higher than 2 ½" above ground when kneeling.
2. No make-up, colored nail polish or fake nails.
3. Only one earring per ear – Gr. K-6 – nickel size  
Gr. 7-8 – quarter size
4. No fragrances

#### Both Boys and Girls

Shoes: Students must wear a shoe with good support that is leather (or fake leather), non-marking, non-slippery, non-high-topped, and non-turf sole. The majority of the shoe must be of a conservative color (white, black, brown, navy, tan, gray, burgundy). Shoes may have non-uniform accent colors as long as they are minimal. Converse, Converse-style, and skater-style shoes are only allowed at school on a dress-down day. Also, slip-on shoes are not allowed unless they have a functional buckle that goes across the instep of the foot (Mary Jane-type). Heels may be no higher than one inch. If in doubt whether a shoe meets this code, consultation with the principal is recommended.

Socks: Solid color socks, leggings, or tights. White, navy, or a color matching the shirt or blouse. Socks must have a minimum of one inch ribbing that covers the ankle and also be a minimum of one inch above the top of the shoe.

Shirts/Blouses: Plain, solid white, pastel blue, or pastel yellow with collar or turtleneck. No mock turtle or crew necks. Undershirts must be plain white.

Sweaters/  
Sweatshirts: Solid color navy blue. Cardigan, sleeveless, V-neck or crew neck, no turtleneck sweaters; uniform shirt must be worn under sweater /sweatshirt. Gray OLP sweatshirts and navy Peace sweatshirts are permitted.

- Shorts: Navy blue uniform walking (Bermuda length) shorts permitted during hot weather. (Especially May 1 through Sept. 30)
- Trousers/Slacks: Navy blue uniform style slacks are permitted (no blue jeans, denim material or cargo pants). Uniform style corduroys are allowed.
- Grooming: Hair must be neat, well-groomed and not dyed or bleached. Eccentric hair styles, excessive and fad jewelry and hair accessories are not permitted.

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Physical Education: Gr. K-8 must have gym shoes. Gr. 4-8 are required to wear gym uniform.

General Dress Code Information:

1. Organizational uniforms (Scouts, etc.) may be worn on meeting days.
2. Dress-up/Dress-down – Outfits must be appropriate for school.  
Dress-up – Dresses, skirts or dress slacks may be worn (no jeans). Appropriate shorts when weather permits.  
Dress-down – Khakis, jeans, shorts or dress-up clothes may be worn. Shoes must be safe for school. No tank tops with spaghetti straps unless covered with another shirt. No short shorts or short skirts. No clothing with inappropriate words or pictures. No bra straps showing, no midriff showing, no boxers showing. Shirts must be long enough to tuck in.
3. Dance-dress – See dance rules posted in 7<sup>th</sup> & 8<sup>th</sup> grade classrooms. (See above for dress guidelines).
4. Opera Uniform – Grade 6 may wear Opera t-shirts, jeans and tennis shoes on designated days.

**TUITION POLICY**

Providing a quality Catholic education for our young people is an important part of the total education plan of Our Lady of Peace Parish. The excellence of our parish elementary school has continued steadily for many years. Tuition covers only a small portion of the total cost of operating our school. Due to the strong commitment of the parish to Catholic education, no child will be deprived of a Catholic elementary education because of his or her parents’ financial situation.

The tuition rate for every student at Our Lady of Peace School is that year’s per-pupil cost. The yearly per-pupil cost is set by the school budget, recommended by the OLP School Board, approved by the Parish Finance Committee and the Parish Council. For OLP parishioners a Fair Share Tuition program has been established so that the parents, once being apprised of the cost of educating their children, can make an informed, conscientious decision and pledge an annual tuition amount based on their ability to pay for the costs associated with educating their children. The difference between the family’s pledge for tuition and the per-pupil cost is the family’s parish tuition aid. Families submitting low Fair Share pledges will be required to complete the Diocesan Student Aid Form. Help in filling out the aid form is available from the principal. Failure to complete the form will result in that family’s tuition being set by the School Board. All families not paying tuition in full by mid-July are required to participate in the FACTS electronic transfer tuition payment program. Sign-up information about that program will be sent to the families in early May of each year.

The Fair-Share Tuition Plan will be evaluated annually by the School Board to be sure that it meets the needs of fiscal responsibility.

### **TUITION REFUND POLICY**

If a student leaves Our Lady of Peace, tuition and instructional fees for the current quarter will not be refunded. If there is a remaining balance, it will be refunded in full.

### **TUITION NON-PAYMENT /LATE PAYMENT POLICY**

Parents are expected to make arrangements with the principal in the event tuition payments are late or fall short of tuition pledges. The principal has the authority to send reminder notices, conduct meetings with parents, make determinations concerning student enrollment, and/or withhold grades and school records of children when tuition payments are not received in accordance with the pledge. 21

### **EXPECTED OFFERTORY SUPPORT**

All members of Our Lady of Peace Parish with children in school are expected to be active parishioners. The following defines an “active” parishioner:

- Officially Registered in the Parish
- Regular Attendance at Mass
- Record of Consistent Financial Support  
(Fulfillment of Offertory Pledge Card)
- Involvement in Parish/School Activities (required fifty volunteer hours/year) .

As stated above, a family must be “active” to participate in the Fair Share Tuition Program.

### **POLICY FOR FUND-RAISERS INVOLVING O.L.P. STUDENTS**

The following policy has been established for fund-raisers which involve OLP students:

1. The School Office should be notified of any fund-raising effort at least sixty days in advance of the sale for proper coordination of dates and to reduce unnecessary overlap. Parish Council must approve any parish fund-raising effort at least sixty days in advance of the event.
2. Students participating in fund-raisers must be a member of the organization/class sponsoring the sale.
3. Any affiliated groups (Scouts, Camp Fire, etc.) under the auspices of OLP Church or School should comply with the above.

### **VOLUNTEERS**

1. Parent Volunteers – All parents are expected to get involved with one or more of the programs offered by the school and the parish. Educational research has proven that children do better academically and socially if their parents are present and involved with their school. Please use fifty hours as a minimum guideline. Any parent who cannot volunteer in some way should contact the principal or expect to be contacted by the principal. This is a parental responsibility that is good for the parent, the student and the entire community. Volunteering makes us stronger.

2. Our Lady of Peace follows diocesan policies and requirements regarding all child custody issues that involve school volunteers who are responsible for the care and control of children. Examples (diocesan policy number): a certified copy of child custody orders (5119.2), car insurance and seat belts (6153.0),

fingerprinting (4110.0), no tolerance of bullying (5140.02) or harassment (5140.05), attending “Protecting God’s Children Workshop”, and the like.

The Diocese of Columbus takes this new law very seriously. Our Lady of Peace Parish has determined that no adult may supervise OLP children alone unless they have the required background check on file. The term “two-deep” used in Scouting and by the YMCA is our parish-wide rule-of-thumb: there must be two adults supervising children at all times. If circumstances of scheduling or program needs require an adult to regularly supervise children alone, that adult is required to provide a set of fingerprints and have a criminal background check conducted.

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Protecting God’s Children is a seminar to heighten each individual’s awareness of sex abuse. It is the responsibility of each of us to help prevent child abuse. Anyone who volunteers or works with our children is required to attend this training. Additional information and registration for the session may be found online at [www.virtusonline.org](http://www.virtusonline.org). Additionally, fingerprinting and a clear BCII report are also required for anyone who volunteers or works with our children.

Background Checks – The state of Ohio enacted a new law (Section 109.575 of the ORC) in March 2001 requiring all parish volunteers who have regular unsupervised access to children on a regular basis to be notified of this law and be advised that s/he may be required to provide fingerprints and have a criminal record check conducted.

Fingerprinting can be done at several locations. Please contact the school office (267-4535) to be sent that information. The machine is generally at the school the first week of the month.

3. Field Trips – Field trip guidelines for drivers and chaperones will be given to each adult involved prior to the field trip. These guidelines are to be strictly followed.

### **DIOCESE OF COLUMBUS -- CODE OF CONDUCT FOR PARISH VOLUNTEERS**

- Volunteers work collaboratively with the pastor and/or other supervisors and associates in ministry.
- Volunteers faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Volunteers are competent and receive education and training commensurate with their role(s) and responsibilities.
- Volunteers respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.
- Volunteers recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- Volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Volunteers act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.
- Volunteers are accountable to the pastor or other duly appointed representative.
- Volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
- Volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- Volunteers respect confidentiality.
- Volunteers adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.

- Volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
- Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.
- Volunteers model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical and is prohibited.
- Volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
- Volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals. 23
- Volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

### MISCELLANEOUS

1. Bicycles - Students are permitted to ride their bicycles to school in good weather. A helmet should be worn at all times when bike riding. Bikes must be parked in the rack and should be locked. They may not be ridden on the playground during the school day.

2. Bus Transportation - Students who live in excess of two (2) miles from school are transported to school at no charge. One Columbus school bus, one Worthington bus, and one Olentangy bus service our school. Parents are responsible for contacting the appropriate bus company. The bus schedule is issued a few days before the opening of school in August. Should busses not be available, the family may be eligible for reimbursement from the public schools according to the State Policy.

3. Care of Books - The proper care of books is the responsibility of each student. All books are to be covered at all times with the exception of the reading books, which are usually left at school. Books should be carried in a book bag or backpack.

4. Classroom Observation by Parents - Parents are welcome to observe their child's class. Those who wish to observe in the classroom are asked to contact the teacher to make arrangements for a suitable time. The appropriateness of the observation day and time will be left to the discretion of the teacher.

5. Lost and Found - **All items for the child's use should be marked with his/her name.** Anyone who has lost an article should check the Lost and Found Box. Unclaimed articles will be distributed to charity after they have been displayed for children or parents to claim.

6. Federal Lunch Program - Our Lady of Peace offers the students the option of 1) buying a full lunch, 2) bringing a lunch and buying milk or juice. Students are not permitted to have "fast food" for lunch (McDonald's, Subway, etc.) at any time. Students are not permitted to have carbonated beverages. Students are expected to remain on the school grounds during the lunch period unless a note has been presented to the Office, signed by the parents, asking that the child be excused.

Note: Families who meet the federal guidelines for free and reduced lunches may request an application from the office. This program is confidential and available at any time in the school year.

7. Weekly Family Envelope - Once each week an envelope will be sent to each family with information regarding the next week's school activities. It will be given to the youngest or only child and is to be returned on the first school day of the following week. Anyone wishing to send

something in the envelope must send it to the office by Wednesday at noon and have it approved by the principal.

8. Monthly Newsletter - On the last Thursday of each month the Principal will publish and distribute the next month's newsletter to each family. The newsletter will include such items as: important dates and meetings, special happenings and general information about the school. The newsletter will be sent home with the children in the Thursday Family Envelope.

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9. Phone Calls - Important messages by a phone call will be delivered to the students in case of emergency. Likewise, the children will be permitted to make calls only if an emergency exists. Cell phones may not be used anywhere at school during the school day or in the building before or after school without adult approval. If a student needs to call a parent or make any other call, they will do so in the office. If these rules are not followed, the cell phone will be confiscated and a parent will have to come to the principal to get it back.

10. School Age Child Care - The School Age Child Care Program (S.A.C.C.) provides supervised activities for O.L.P. students in a safe and supportive environment from after school until 6 P.M. Cost depends on the time the child/ren is in the program.

11. Technology Acceptable Use Policy - In order for a student to have access to the computers and internet at Our Lady of Peace a Technology Acceptable Use Policy must be signed by both the student and parent/guardian.

12. Secondary School Admission Criteria (policy 5117.0) – The specific street address of the residence of a student's legal guardian is used to determine the assigned high school.

13. Child Custody Issues -- Our Lady of Peace follows diocesan policies and requirements regarding all child safety issues that involve school volunteers responsible for the care and control of children. Examples (policy number): car insurance and seat belts (6153.0), fingerprinting (4110.0), no tolerance of bullying (5140.02) or harassment (5140.05), attending "Protecting God's Children Workshop." Another Child Custody Issue is the requirement that the school must provided with a certified copy of child custody orders (Policy# 5119.2) when parents are separated or divorced.

14. Dismissal Procedure – It is the responsibility of the parents to be sure that anyone picking up their children from school be aware of the dismissal procedures. Should you like separate copies of these rules, they are available from the office or from our website in the "Parents as Partners" folder.

15. Dogs may not be on the school-side of the west drive during the school day including dismissal.

16. Visitors -- In compliance with fire regulations and safety precautions, all visitors and parent volunteers are required to sign in and out of the school building on the Visitor Sign-In sheet. This Visitor Sign-In clipboard is on the counter in the school office. All visitors must also wear an OLP School Visitor badge while in the school building. Entry to the school is limited to the front door at the Dominion Boulevard entrance. Upon departure, each visitor must sign out in the school office.

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Our Lady of Peace School Handbook Agreement Form  
2009-2010 School Year

This is to acknowledge that those signing below have read and agree to the school rules, regulations, policies, and guidelines as they are currently outlined in the Our Lady of Peace School Handbook. The undersigned agree to make all reasonable efforts to cooperate with the school and to support the school's policies and its educational efforts on behalf of the student. They acknowledge the right of the school to suspend or dismiss the student if progress or conduct is considered unsatisfactory to the faculty, principal and pastor.

FAMILY NAME (Please print) \_\_\_\_\_

Today's date \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

PARENTS AND STUDENTS MUST BOTH SIGN. THANK YOU.

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