

# **School Family Handbook**

**2017- 2018**

## **Mission Statement**

**Prince of Peace Catholic School provides a values based education that nurtures respect for all and fosters academic excellence and faith development**



**PRINCE OF PEACE**  
CATHOLIC SCHOOL



## **INDEX**

-MISSION STATEMENT	cover
-PHILOSOPHY OF PRINCE OF PEACE SCHOOL	5/6
-SCHOOL ADMISSION POLICY	7
Admission Priorities	8
Age requirements for Admission	9
Tuition	9
Child Investment Hours	10
Returned checks – for non sufficient funds	10
-ACADEMIC PROGRAMS	10
-RELIGIOUS EDUCATION	11
Liturgy	11
Sacraments	11
Religious instruction	11
Prayers	11
Altar servers	11
Choir	11
Parish priests	12
-PHYSICAL EDUCATION PROGRAM	12
Gym Uniforms	12
-STUDENT POLICIES	12
Grading	12
Homework	13/14
Extra Credit Work	14
Make-Up Work	14
Upper Grade Policy and Standards	15
Standardized Achievement Tests	16
Honor Roll	16
Parent-Teacher Conferences	16
Promotion/Retention	16/17
-AFTER SCHOOL PROGRAMS	18
Band	18
Extended Care Program	18
Young Rembrandts,,chess, drama, engineers	18
Athletics	18
School Insurance	19
-SCHOOL ATTENDANCE	19

School Hours	19
Arrival of students	20
Bus transportation	20
Tardiness	20
Dismissal	20
Parking lot procedures	20
Early dismissal	21
Attendance	22
Absence due to illness/appointment	22
Medical and dental appointments	23
Vacation absences	23
Interruptions during the school day	23
Preparedness	23
Telephone calls	24
Emergency closing	24
Change of address or telephone number	25
<b>-COMMUNICATION</b>	25
P.O.P.NEWS	25
Kid- Mail	25
Back to School Night	25
<b>-GRADUATION REQUIREMENTS</b>	26
Valedictorian and Salutatorian	26
Graduation Awards	23
<b>-HEALTH AND MEDICATIONS</b>	27
Physical Examination	27
Dental Examination	27
Vision Examination	27
Vision and Hearing Screening	28
Asthma Inhalers	28
Family Emergency Forms	28
Medications	29
Communicable Diseases	29
Smoking, Alcohol, and Drug Use	29
<b>-SCHOOL BOARD</b>	30
<b>-PARENTS NOTES</b>	30
Observing a class	30
Parent responsibilities	30
Corporal punishment	31
Alcoholic beverages	31
Child abuse	31
Conflict resolution	32
Field trips/chaperones	32
Parent/Guardian Conduct	32/33
Protecting God's Children	33
Search and seizure	34
Sexual harassment regulation	34
Weapons	35
Bullying	35/36/37
Public Scandal Involving Students	38
Hot Lunch – Food Service Professionals	38
Family Educational Rights and Privacy Act – Child Custody	38
Parent Rights	39

Missing Child	40
-STUDENT CONDUCT AND RESPONSIBILITY CODE	40
-RULES FOR THE COMMON AREAS OF THE SCHOOL	41
General Expectations	41
Church etiquette	41
Bus rules	41
Hallway rules	41
Lunchtime rules	41/42
Playground rules	42
Playground equipment	42
Inside recess	43
Winter safety	43
-	
-THREAT ASSESSMENT	44
Incident Report Form	45
Self-Reflection Form	46
Parent Conference Form	47
Gang Activity	48
Weapons	48
Procedures in handling school problems	49
Minor Problems	49
Serious Offenses	49/50
-TECHNOLOGY USE	50/51
Cell Phones	51
Electronic Equipment	51
-UNIFORM REQUIREMENTS	51
Boys	51
Girls	52
Gym uniforms	52
Shoes	52
Make-up, jewelry and hair styles	52
Casual dress days/non-uniform day dress	52
Formal dress days	53
Pop Closet	53
-WELLNESS POLICY	53/54



**PRINCE OF PEACE**  
**CATHOLIC SCHOOL**

**PHILOSOPHY OF PRINCE OF PEACE CATHOLIC SCHOOL**

**PURPOSE OF EDUCATION**

As a Catholic elementary school, we believe education includes all life experiences. We believe education should enable all students to develop their fullest potential in their pursuit of excellence academically, socially, and spiritually.

**RELIGIOUS DIMENSION**

We believe that God is the center of our life, our curriculum, and our school. Our goal is to help each child know God in a personal way, build strong character and moral values, and foster a life of Christian service.

**ROLE OF THE SCHOOL**

We believe the school is to be a center for learning, providing a Christian-based curriculum and programs for students to mature and develop a sense of responsibility. The school is a forum to encourage students to uncover and internalize lasting truths. This will lead them to be active participants in the parish, school, and local community.

**ROLE OF THE CURRICULUM**

We believe the Common Core Standards are a guide for the faculty to meet the intellectual and spiritual needs of each child. The curriculum provides a sequential outline of the basic skills taught and allows for continuity across the grades.

**ROLE OF THE TEACHER**

We believe the teacher creates a unique environment and serves as a Catholic role model. The teacher utilizes a variety of strategies in the classroom to encourage the student's pursuit of academic excellence, to provide for individual differences, and to promote high self-esteem.

**ROLE OF THE PARENT**

We believe parents are the primary educators of their children. We believe parents should work cooperatively with teachers in fostering Gospel values and provide a learning atmosphere at home.

**ROLE OF THE STUDENT**

We believe each student is to demonstrate Gospel values and to respect themselves and others. We know that children learn via three different modalities: visually, auditorally, and kinesthetically. We incorporate this research along with research on multiple intelligences and essential learning strategies into daily lesson plans to maximize student success. Students actively participate in the learning process and are encouraged to assume responsibility for their learning.

## **SCHOOL ADMISSION POLICY**

Prince of Peace Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Prince of Peace Catholic School is maintained to offer a Catholic education to children from three year olds to eighth grade.

The Prince of Peace Parish School Board acknowledges the right of every family (individual) registered in the Prince of Peace Parish to have their child/children educated in the Parish School whenever space is available. However, as a Catholic School, we are also dedicated to forming children in Gospel values and providing a thorough catechesis in the Catholic faith in a supportive Christian environment. Parental encouragement and commitment is essential, if we are to meet our common goal. Parental good example and the practice of Christian values and virtues at home provide the necessary support a child needs. **Regular family participation at Sunday Mass is critical to nurturing the faith life of children.** Through the prayer and worship at Church, children grow in relationship with God and are gradually formed in the mind of Christ Jesus. **Regular family participation at Mass is essential to the total program.** To be considered a registered participatory member requires regular attendance at Mass and the weekly use of the stewardship envelopes provided through formal registration in the parish. To do otherwise, means that a family is a non-participatory member of the parish and thus may be charged a non-parishioner rate.

### **Non-Discrimination Schools**

(Archdiocesan Policy 139)

130.2 Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both parents and students clearly understand that participation in Catholic religious instruction and school activities, related to Catholic identity of the school, are required.

## **Equal Employment Opportunities**

(Archdiocesan Policy 202.1)

202.1.1 The Archdiocese of Chicago shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

### **Admission Priorities:**

The order of priority for registration and admission to Prince of Peace Catholic School is as follows (policy 4000-1):

1. In light of the above pre-requisite for consideration for admission a student will be eligible for admission to Prince of Peace Parish School according to the priorities listed below.

The application process may include an interview with the Pastor and/or the Principal for families new to the school and families of preschoolers seeking admission to kindergarten that do not have siblings enrolled in Prince of Peace Parish School. With the best interests of the school in mind, final decisions will be made after the interviews are completed. Parents will be notified in early spring.

- a. Children who are currently attending Prince of Peace Catholic School in grades PS-8
  - b. Children of registered parishioners who have other children enrolled in Prince of Peace Catholic School
  - c. Children of supporting and active parishioners who do not have children currently enrolled:
    - By basis of length of time registered in the parish
    - By length of time as a supporting parishioner
  - d. Children of Catholic families who attended a Catholic school that has been closed by the Archdiocese in the previous year;
  - e. Children of non-registered Catholic families that have newly moved or transferred into the parish boundaries and were attending Catholic schools at their previous residence;
  - f. Children of non-registered Catholic families;
  - g. Children of non-Catholic families
2. Parishioner's children not accepted will be placed on a waiting list. First on the list will be children of supporting parishioners, then children of non-supporting parishioners.

3. When an opening becomes available, parents on the list will be notified accordingly. They must accept the opening at that time or lose their place on the waiting list.
4. Requirements for students returning to Prince of Peace Catholic School:
  - a. Each student must be re-registered in January of the current school year for the following academic year. Students that are not registered in January risk losing their space at Prince of Peace Catholic School, as open registration begins on the Monday of Catholic Schools Week. (Traditionally the last week of January.)
  - b. Each family must pay a non-refundable registration deposit annually. This amount is to be determined by the School Board and is due with registration in January.
  - c. Parent must commit themselves to fulfilling their financial obligations to the school and the parish.
  - d. Past financial obligations must be paid up-to-date.
  - e. Students must have new medical forms completed in accordance with the School Code of IL, Chapter 122, and Section 27-8.1.
  - f. Students must have dental forms completed in accordance with the School Code of IL, Chapter 122, and Section 27-8.1.

Prince of Peace Catholic School reserves the right to decline enrollment to any applicant whose placement may impair the health, safety, well-being, or educational progress of other students. In addition, enrollment may be declined to any applicant whose special needs might not be met by the program or staff of the school. These decisions shall be at the principal's discretion after consultation with the pastor, faculty, or other appropriate individuals or agencies.

### **Age requirements for Admission**

Entrance age requirements according to both State of Illinois and Archdiocesan policy are: The child must be 3 years old on or before **September 1** to be eligible for 3 year old preschool program. The child must be 4 years old on or before **September 1** to be eligible for preschool 4 year old program. The child must be 5 years old on or before **September 1** to be eligible for kindergarten; a child must be 6 years old on or before **September 1** to be eligible for first grade.

When registering a child at Prince of Peace for the first time a birth certificate, with the registration number on it, is required. A copy of the Baptismal certificate is required for all students not baptized at Prince of Peace Church.

### **Tuition**

A variable rate tuition fee will be charged at Prince of Peace Catholic School. The tuition rate will be set annually by the Prince of Peace School Board with the approval of the Pastor. The factors influencing the rate of tuition that a family shall pay are:

- Parishioner vs. non-parishioner/non-Catholic
- The number of children the family sends to school

All families are expected to attend weekly Mass and support the parish through the use of their church stewardship envelopes.

**Tuition payments** are made through FACTS Management Company. Various payment options are available. Students whose families are not current with their tuition payments on November 1, February 1, and May 1 may be excluded from school until payment arrangements have been made.

If transferring, all fees are non-refundable. Tuition will be prorated. There is a mandatory fundraising fee of \$100.00 per family with our Pizzazz Dinner Auction.

### **Child Investment Hours Program (CIP)**

Each family is required to provide a minimum of **25 service hours** per year. Credit for service hours may be earned through a variety of ways. A fee will be charged for each unearned hour at the prevailing rate **and must be paid by May 1**. Opportunities for earning CIP hours are posted on the school website.

### **Returned checks – for non sufficient funds**

A \$15.00 fee will be charged for all returned checks.

## **ACADEMIC PROGRAMS**

The core program of daily classes at Prince of Peace includes:

**Religion, Reading, Language Arts, Mathematics, Science, and Social Studies.** We follow the Common Core State Standards and Archdiocesan directives and are accredited by the state of Illinois.

Other classes provided for the students include:

**Art** – students benefit from the knowledge and experience of a practicing artist in their weekly art class.

**Library** – students in K-4 are scheduled for a weekly story time and book exchange. Students in grades 5-8 are encouraged to read daily and use the library.

**Music** – all students have class once every week. Students acquire skills in reading musical notation and interpreting musical symbols. Children are given experiences in listening and moving to music as well as singing.

**Spanish** – all students in grades 1- 6 will have class once a week for 24 weeks as part of the curriculum. Students in grades 7 & 8 will have class twice a week. Classes are staffed by personnel from the Discovery Language Program.

**Special Education** – a learning specialist is on staff part time to assist the staff in meeting the educational needs of the students. Psychological, educational, and speech evaluations can be requested if parents and teachers mutually agree a child may be in need of testing. District guidelines must be followed when the referral process is initiated. Referrals for private testing services are also available upon request.

## **RELIGIOUS EDUCATION**

### **Liturgy**

All students in grades 1-8 attend Mass every Wednesday at 8:00 a.m. Kindergarten students attend beginning in November. Liturgies and prayer services are prepared by the children with the guidance of their teacher.

### **Sacraments**

The Sacrament of Reconciliation for the children in grade 2 is celebrated in January or February. The reception of the Eucharist for the children in grade 2 usually takes place in May. The students are prepared while in seventh and eighth grade for the reception of the Sacrament of Confirmation which is conferred each year in October on the freshman (ninth graders) in the parish. Prior to the reception of the sacraments, parent meetings will be held to help parents understand and share the responsibility of preparing their child for the reception of the sacraments. Requirements and expectations will be explained in detail and opportunities will be presented.

Students in grades 3-8 should join their parents for the Parish Reconciliation services offered during Advent and Lent or for the individual reception of the Sacrament of Reconciliation on Saturdays from 4:30-5:00 p.m.

### **Religious instruction**

Religion class is an integral part of the school day. The experiences and activities planned along with the doctrinal teachings are meant to provide strong foundations upon which each child can build his/her faith and Christian attitudes. Through the example of parents and teachers each child will enjoy the rewarding experiences of growing in faith, trust, love, and service. A child's participation in the Eucharist as the central prayer of the

Church is most significantly developed over the years through family attendance at Sunday Mass. All non-Catholic students are required to participate in all classroom instruction and school Liturgies.

### **Prayers**

Each day begins and ends with prayer. Each child is required to know and recite the prayers that are taught at each grade level. Prayer cards are available upon request.

### **Altar servers**

Students are trained to be altar servers in fifth grade and have the privilege of serving school Masses and Prayer Services as well as weekend Masses.

### **Choir**

Students in grades 3-8 are encouraged to join the student choir that sings each Wednesday at the 8:00 a.m. Mass.

### **Parish priests**

The parish priests are involved in the religious formation of our students. They are invited to visit classrooms and to supplement classroom instruction. They meet with the second graders prior to the reception of the sacraments.

## **PHYSICAL EDUCATION PROGRAM**

The physical education teacher will conduct gym classes for all children. The curriculum follows the general guidelines for health and fitness and incorporates developmentally appropriate games and activities.

For the safety of the child no jewelry is to be worn in gym class. If worn, students may be asked to remove it prior to class time. Girls and boys should have their hair worn back and it cannot block their eyes. This is a safety concern for everyone.

### **Gym Uniforms**

All students in grades K-8 are required to have a gym uniform which consists of black shorts and a red shirt purchased through the school. This gym uniform is to be worn to school as the uniform of the day on all gym days. On days when the cold weather warrants, instead of wearing gym shorts, students may wear the long black uniform pants **or** solid colored black sweatpants (without any writing, stripes, or logos) and the red shirt as the gym uniform.

**ALL ATHLETIC SHOES** are to be tied tightly with only one color laces. To help prevent injuries while running and playing during recess/gym crocs, sandals, backless shoes, and

flip flops are not to be worn to school. Shoes with attached wheels are not allowed to be worn to school. Skater shoes that are loosely tied are not to be worn to school. All gym shoes, including high tops must be tied tightly so as not to come off when running and jumping.

## **STUDENT POLICIES**

### **GRADING**

All parents have access to their child's grades through *Powerschool*. Parents are encouraged to check grades weekly and contact teachers if there are concerns.

Report cards are issued three times a year and they document each student's academics, effort and behavior.

#### **The grading scale:**

<b>A+ = 99-100</b>	<b>B+ = 91-92</b>
<b>A = 95-98</b>	<b>B = 87-90</b>
<b>A- = 93-94</b>	<b>B- = 85-86</b>
<b>C+ = 83-84</b>	<b>D+ = 75-76</b>
<b>C = 79-82</b>	<b>D = 71-74</b>
<b>C- = 77-78</b>	<b>D- = 70-69</b>
<b>U = 68 and below</b>	

Final grades are calculated by each teacher. Tests, quizzes, homework, projects, reports, and class notes may be included.

## **HOMEWORK**

Homework is the reinforcement and/or enrichment of concepts presented in class. It is each child's responsibility to know the assignment, write it down, and to complete it on time. Parents are encouraged to check each child's homework for completion and neatness.

Homework is often more than just written assignments. It may also include drill, memorization, reading, studying, long term projects, and review. Daily independent reading is also strongly encouraged.

A student planner is provided and required for all students in grades 3-6.

#### Kindergarten

- Occasional at-home projects to support classroom themes
- Daily reading together

#### Grades 1 and 2

- Practice spelling works to reinforce phonemic awareness and spelling rules taught in class
- Foster the love of reading and exposure to different types of literature
- Practice daily to master basic addition and subtraction facts

#### Grades 3 - 5

- Provide a quiet, distraction free work space to practice daily to master basic addition and subtraction facts
- Practice daily to master basic multiplication and division facts.
- Review completed homework for understanding
- Time on homework should not exceed 60 minutes on any given night. *It is imperative that you contact the teacher if the homework is taking longer than the allotted time.*

#### Grades 6-8

- Provide a quiet, distraction free work space
- Set a regular, uninterrupted time to do homework
- Help with organization and planning ahead for ongoing assignments and projects
- Monitor the daily list of assignments written in the assignment notebook
- Give guidance but not answers
- 6<sup>th</sup> and 7<sup>th</sup> grade – 60-120 minutes of homework
- 8<sup>th</sup> – 90-120 minutes + 30 to 45 minutes of math homework

## **EXTRA CREDIT WORK**

Extra credit work is not to be used as make up work for missing assignments or failing grades. It is used to enhance what is already learned. Extra credit work will be limited to only 5% of the final grade.

## **MAKE-UP WORK**

When a student is absent from class, it is his/her responsibility to consult with the teacher about the missing work. Parents requesting homework for an absent student are asked to do so when they call the school office in the morning to report the absence. Make up work may be picked up at the end of the day. Due dates will be determined by individual teachers.

## **UPPER GRADE POLICY AND STANDARDS**

Upper grade students are to become active, responsible and independent learners. All assignments, projects and reports must be student-generated, original work and in the student's own words.

- Plagiarism will result in a grade of zero for the assignment.
  - Students may not choose the same topic, report or project previously done by a sibling.
  - Computer generated assignments (copying and pasting) are not acceptable.
  - Students must complete his/her own assignments. Parents may consult on projects.
1. Cheating of any kind will result in a grade of zero for that test or assignment and a detention will be given. Talking during a test is considered cheating. When correcting their homework, students are expected to be careful and accurate. Failure to do so may result in a warning, loss of points as well as a detention.
  2. When a student is absent, it is his/her responsibility to hand in any missed work. For each day of absence, students will have one day to make up work. No late work will be accepted after a test. Tests need to be made up within the same period. It is the student's responsibility to arrange for a time before or after school to make up a test. Failure to comply will result in a zero for that test. Home work that was due on the first day of absence is due on the first day of return. Tests to be taken on the day of absence will be taken on the day of return.
  3. Each student in grades 5-8 will receive a demerit card at the beginning of each

trimester. Infractions that earn a demerit are listed on the back of the card. This list is not all inclusive. Teachers will sign the card when they issue the demerits. When a student reaches a multiple of 5 demerits they will have a detention to serve. When a student earns two detentions parents will be notified by phone. The third detention will require a meeting with the student , parents, teacher and principal.

4. End of year activities: 7<sup>th</sup> and 8<sup>th</sup> grade students must be current on homework and tests, have no failing grades in any major subject and have no more than two behavioral detentions in the second and third trimester to participate in the dinner dance activities and other end of the year events. All family financial responsibilities must be paid.
5. Student athletes must maintain a passing grade in major classes. Warnings are given for one week. If a student earns a failing grade (F) they are not permitted to play or practice for two weeks. Grades will be checked every Tuesday. Teachers will notify the Principal and athletic director of any student in danger of failing or actually failing. The AD will notify the coach. The teacher will notify via email the parents as well.

## **STANDARDIZED ACHIEVEMENT TESTS**

Aspire tests are taken by students in grades 3-8 the Spring. Results of these tests are given to parents usually in May. Test results are used to monitor student progress and assess the curriculum being taught.

## **HONOR ROLL**

Students in grades 5-8 will be recognized for their academic achievements at the end of each trimester in Religion, Reading, Language Arts, Math, Social Studies, Science, and Physical Education.

High Honor Roll – all A’s for the current marking period

Honor Roll – all A’s and B’s for the current marking period

Students in grade 4 will be acknowledged as 4<sup>th</sup> grade “S.T.A.R.S.” (Striving To Attain Remarkable Scholarship) at the end of each quarter. Students will be acknowledged for either superior performance in a subject area or improvement between grading periods in a subject area. At the end of the last trimester any student earning all A’s all year and those earning all A’s and B’s will also be acknowledged.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled in November for all parents. At that time parents and teachers will be able to discuss each child's progress. Optional conferences (either parent or teacher requested) are held in February. Additional conferences will be arranged whenever necessary. Parents are asked ***not to call teachers at home*** to discuss or request information at school events. Parents are asked to set an appointment to discuss issues with the teacher.

## **PROMOTION/RETENTION**

A student is promoted to the next grade when he/she demonstrates satisfactory completion of the required work in all subject areas. A failing grade during the final quarter of the year may indicate the need for summer school in order to be prepared for the next grade.

According to Archdiocesan policy a student is retained only if adequate evaluation and documentation indicates that student will benefit from retention. Retention must have the prior approval of the principal and be accepted in writing by the parent or guardian. If the parent or guardian refuses to have the student retained, this fact should be in writing prior to placement in the next grade.

## **AFTER SCHOOL PROGRAMS**

### **Extended Care Program**

**Extended Day Program** –is available for all students enrolled in PreK-8. Care is available for a nominal fee from 6:30 – 7:30 a.m. and from 2:15 – 6:00 p.m. The program is flexible and will accept children who are pre -registered in this program throughout the year. Payments must be current within 10 days or students may be dropped from the program. Students using the program in May must prepay or pay on th day they are present. Children are expected to follow the rules of the school. Discipline issues will be handled by the staff and reported the principal. Consistent lack of cooperation may result in the child(ren) being dropped from the program.

**Band** – offered to students in grades 4-8. Music Service Inc. provides the band director. A nominal fee is charged and paid directly to the company.

**Young Rembrandts** – a program to teach drawing is held after school one day a week for one hour for students in grades K-5. Payments are made directly to the sponsoring company. Information is sent home at the beginning of the school year.

**Chess Club, Drama and Young Engineers Clubs** - offered to enrich backgrounds. These classes are held one day a week. Payments are made directly to the sponsoring company. Information will be sent home each trimester.

Coding

Robotics/lego/ rocket club

## **Athletics**

Prince of Peace affords its students opportunities to participate in extra-curricular programs which include volleyball, basketball, and track and field for students in grades 5-8. The extra curricular program includes both instruction and competition. Student participation is voluntary. **Participation fees must be paid before the first practice session. Parents must attend a parent meeting at the beginning of each season.** Those participating are required to provide verification of their insurance coverage, parental permission for participation, a yearly physical or other verification of student fitness, and emergency information before they can begin to practice.

The sports program is important in the development of a child. However, academic success is the primary purpose of attending school. It is expected, therefore, that each participant maintain acceptable grades. Students with failing grades (U) in major classes will be ineligible to play for two weeks. Teachers will notify the Athletic Director who in turn will notify the coaches. Students may practice but they must sit on the bench for games. Behavior problems may also become a deterrent to remaining a team member. Any student suspended from school will forfeit his/her place on the team.

Students, parents and fans are expected to know and abide by the rules of each game and recognize the importance of sportsmanship. If differences cannot be resolved, students will be requested to re-examine their commitment and playing time may be jeopardized. The student must understand that he/she is accepted as an active participant and full cooperation is expected. Continued non-compliance of rules and regulations will result in dismissal from the team. Parents and guests who cause a disturbance maybe asked to leave our facility.

Prince of Peace Catholic School will abide by the guidelines set forth by the Archdiocesan handbook, *Athletics in the Elementary School*, and the rules of Northern Illinois Catholic Conference. These directives are offered to promote an active integration of Gospel values into the entire athletic program.

## School insurance

The school does not provide automatic student accident insurance. School insurance for children, especially those not covered by family insurance, is recommended by the Archdiocese. Forms for individual coverage are distributed in the summer packs each year and are to be returned with payment on the first day of school. **Any child who participates in school sponsored sports and activities are required to demonstrate proof of accident insurance**

## SCHOOL ATTENDANCE

### School Hours

First bell	7:40 a.m.
Morning tardy bell	7:45 a.m.
Lunch/recess K-2	11:30-12:10 p.m.
Lunch/recess 3-4	11:50-12:30 p.m.
Lunch/recess 5-8	12:00-12:40 p.m.
Bus rider dismissal	2:05 p.m.
Car rider dismissal	2:15 p.m.
<b><u>Friday dismissal</u></b>	<b><u>3:00 p.m.</u></b>

### Arrival of students

Students are to arrive at school and gather in the parish hall **no earlier than 7:15 a.m.** at which time a teacher will be on duty to supervise the arrival of school buses and the drop off of car riders. All parents/drivers are asked to say their good-byes in the car and allow the children to enter the building on their own. If you prefer to walk your young child to the parish hall you may park in the designated areas north of the main door or west of the lights. Parents are asked to refrain from walking their children to the classroom in the morning. Before school care is available beginning at 6:30 a.m. for children who need to be dropped off prior to 7:15 a.m. A nominal fee is charged for this service. Children must be pre-registered to use this service.

### Bus transportation

Free bus transportation is provided for students living in District 41. Bus stops and times are provided by the District. Concerns regarding bus transportation should be directed to the school office.

Children must ride their designated bus to and from school as assigned by the bus company. We cannot give permission for any child to take a different bus or use a different stop.

Parents will be notified by the principal of any misconduct notices their child receives while on the bus. Bus privileges will be revoked after receiving a second misconduct notice.

## **Tardiness**

Being tardy is disruptive for the student, the class, the teacher, and the classroom routine. Each child is to arrive at school before the first bell which rings at 7:40 a.m. in order to be prepared to begin the day with prayer at 7:45 a.m. A child is considered tardy if he/she arrives in the building after the 7:45 a.m. bell has rung. **A parent must accompany a tardy child to the office and sign him/her in before an admit slip is issued. A parent who does not sign a tardy child in will receive an email from the school office.** Upon arrival in the classroom, the child is to go directly to their seat so as not to disrupt the rest of the class. They may not go to their lockers until the class in session is finished. Only students with signed physician notes receive an excused tardy.

Children will give up their recess each day that they are tardy. Each tardy is recorded on the child's report card and in their permanent file. Students arriving more than one hour late will be marked one half day absent. Students are responsible for making up the work that has been missed.

Students in grades K-2 will forfeit morning recess for the first two tardies. They will forfeit lunch recess as well after 3 tardies.

In grades 3-8 after a child is tardy three times a conference will be held with the parent, child, teacher, and principal or principal designee. The 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> tardies will warrant a detention and the 7<sup>th</sup> tardy may result in an in-school suspension. Recurring tardies may lead to an out-of-school suspension or expulsion.

## **Dismissal**

Monday thru Thursday, bus riders are dismissed at 2:05 p.m. and car riders at 2:15 p.m.; Friday's dismissal is at 3:00 p.m. Parents are asked to meet their children in the parish hall and escort them to their cars.

The school office personnel and classroom teacher are to be notified **in writing** about any changes in after school transportation or after school care for your child – this includes any

child going home with another parent. Bus riders must ride the bus to which they are assigned.

## **Parking lot procedures**

Drop off procedures are very specific. Busses and cars will be in the drop off line together. For the safety of our children it is of utmost importance that drop offs are orderly. Please be patient when in line and only pull forward when the vehicle in front of you has moved. Getting out of line not only endangers those exiting vehicles but also adds unnecessary movement through the cars parked in the lot.

School drop off is between 7:15 a.m. and 7:40 a.m. The busses will be arriving between 7:30 a.m. and 7:40 a.m. The **tardy bells rings at 7:45 a.m.** and the first class of the day begins promptly at 7:50 a.m. If you have business in the school in the morning, please park in the marked space either north of the school entrance or west of the light poles.

After school, students will be dismissed from inside the parish hall. The adult must come into the parish hall to meet and escort their student(s) to the car. It is necessary for an adult to meet the student at the school and accompany them to the car. ALL VEHICLES MUST BE PARKED DIAGONALLY IN THE FIRST FOUR ROWS CLOSEST TO THE HIGHWAY. Use caution when returning to your vehicles and backing out of your space. Children cannot always be seen by the driver of a van or SUV as they walk behind the cars. Please do not let your children run ahead across the parking lot.

## **Early dismissal**

Before a student can be dismissed early from school, a written request in advance is necessary. At the time the child is to be dismissed, the parent or guardian must come to the school office to sign the child out. The student will remain in the classroom until the parent or guardian arrives. No child will be waiting in the office. Early dismissals are recorded on the child's permanent record and tallied for the report card. Students leaving school one hour or more prior to the end of the day will be marked one half day absent.

## **Attendance**

It is essential for children to attend school regularly in order to obtain the maximum benefit from classroom instruction. The law states that it is the responsibility of the parent or guardian to see that their children attend school regularly. Students are considered truant by state law if they have **9** or more unexcused absences. **Students who are absent for 3**

**or more days need a doctor's note to return to school.** If a child is ill and must be home from school, the parent or guardian is to **call the school office before 8:15 a.m. at 847-356-6111 on each day of the absence.** Communicable diseases are to be reported to the school office in order that the parents of other children in the class may be notified. This procedure is followed to ensure the safety of each child. The name of the sick child is not divulged.

### **Absence due to illness/appointment**

A written note must be presented to the homeroom teacher upon a child's return to school. It must contain the child's name, grade, date of absence, reason for absence, and parent signature.

A child should be fever free for 24 hours before returning to school.

Any time a child is absent from school for a medical appointment or leaves before the end of the day it will be recorded as a partial day absent. The child's permanent record will be coded as a partial day absent. Any child absent because of a medical appointment must submit verification of the appointment upon arrival at school. The parent is required to meet their child in the office to sign them out. Upon return from the appointment, the parent must accompany the child to the office to sign them in.

Parents are requested to have a written statement from the physician if a student cannot go outside or participate in physical education classes for medical reasons. Generally, if a student is well enough to attend school, their health should permit them to go outdoors for a short period of time.

### **Medical and dental appointments**

We request that all medical and dental appointments be scheduled for after school hours or on days when school is not in session so as not to disrupt the school day for your child. Occasionally, an appointment is necessary during school hours. Written notification must be submitted 24 hours in advance. A verification of the day and time of the appointment is required when the child returns to school in order that the child's permanent absentee form can be coded correctly.

### **Vacation absences**

Family vacations should be planned to coincide with the school holiday periods. A child needs the continuity of the learning experiences provided through teacher presentations and student interaction. Missing consecutive classes due to vacations may have an adverse effect on report card grades. The school office is to be notified in advance and in writing of family vacations taken during the time school is in session. ***Students are expected to***

*complete all missing assignments in addition to current assignments.* In order to receive credit, missed tests must be taken within the time given by the individual teacher. Teachers will not give assignments in advance of class presentation. All work will be made up upon the students' return.

## **Interruptions during the school day**

Children being on time and prepared for the day ensures that quality education can begin promptly at 7:45 a.m. To avoid delays at the start of the school day, as well as interruptions of the class during the day, parents are requested to either notify the office or send an email or leave a message for the teacher that they wish to meet with. The teacher will contact the parent as soon as possible. **Parents should not go directly to classrooms before school or during the day unless directed to do so by the office personnel.** Lunches or items for students should be marked with the student's name and left in the school office.

## **Preparedness**

When children forget homework, gym clothing, or books they are not prepared for their classes and do not fully benefit from the instruction. Only on rare occasion will students be allowed to call home for forgotten items. This could ultimately affect the report card grade. The faculty appreciates parents' efforts ensuring their children are prepared for the school day. Parents bringing these forgotten items to school for their children are asked to leave them in the school office so as not to interrupt the teacher and the class in session. **Classrooms are not available after school. Students may not return to retrieve forgotten books or items.**

## **Telephone calls**

Students are not allowed to call home for missing homework, gym clothes, band instruments, or to make arrangements to go home with another child. Exceptions will be made for lunches and transportation concerns.

## **Emergency closing will be posted on school web site.**

If the school is closed due to any emergency, you will receive a **blast from School Reach**. Also, the Emergency Closing Center will be notified by the principal. The link is on the

school website. The information will be broadcast on WGN 720AM, WBBM 780 AM, CBS Ch.2, NBC Ch 5, ABC Ch 7, WGN Ch 9, Fox 32 and CLTV.

Parents can also access [www.emergencyclosings.com](http://www.emergencyclosings.com) and searching for Prince of Peace. They can also phone 847-238-1234 and enter the school's phone number 847-356-6111.

## **Emergency Procedures**

To provide a safe environment for students, practice emergency drills are held throughout the school year.

- ✓ Fire drills are done to learn to safely exit the building from various locations
- ✓ Tornado drills are done to teach students where to go for safety when tornado sirens are heard
- ✓ Locks down drills are practiced to maximize safety. Local emergency personnel can call one of two drills:
  - Soft lock down mean students must remain in the building but are not confined to a specific area. No one is admitted from the outside except law officials.
  - Hard lock down means students and adults are locked into their classrooms in silence. Doors are locked from inside. Lights out and complete silence is maintained. No one but law officials are admitted.
- ✓ Site Evacuation Drill
  - In case of emergency, where students need to leave the physical plant, buses will take students to St. Mark's Lutheran Church, 1822 E. Grand Avenue in Lake Villa. Parents would be notified to pick up their child (children) from St. Mark's.

## **Change of address or telephone number**

Parents should notify the school promptly in writing of any change of address or telephone number. Promptness and accuracy are necessary to maintain school records and to facilitate communication with the parent when necessary.

## **Communication**

The P.O.P. Herald will be emailed home on the last school day of each week. The **POP NEWS** will transmit a communication. This will eliminate most single papers and forms from coming home randomly. The P.O.P. Herald and additional information will be posted on the new school website. [www.princeofpeaceclv.org](http://www.princeofpeaceclv.org)

## Kid- Mail

This is a form of communication between home and school or parent to parent via student's backpack.

## Back to School Night

"Back to School Night" is held early in the year. Parents are able to visit classrooms, meet teachers, and learn about the student expectations for the coming school year. Parents are expected to attend.

## DIRECTORY INFORMATION new from OCS

Directory information may be released to the general public, unless a parent or guardian requests that any or all directory information not be released on his or her child. Schools shall notify parents or guardians **annually** of the information that is considered "directory information" and of the procedures to be used by parents or guardians to request that specific information not be released. **Without written notification to the school administrator, the school assumes that the parent or guardian does not object to the release of designated directory information.**

Information that may be designated as directory information shall be limited to:

- 1) **Identifying Information:** student name and address, e-mail address, telephone number, date of birth, birthplace, participation in school activities, weight and height of members of athletic teams, dates of attendance, awards received, previous schools attended, the student's photograph, and the parish in which the student resides.
- 2) **Photographs, videos, or digital images** used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, sporting or fine arts programs, except that:
  - A) No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or guardian, as applicable; and
  - B) No image on a school security video recording shall be designated as directory information; and
  - C) No student Social Security Number (SSN) or student identification (ID) or unique student identifier can be designated as directory information.
- 3) **Academic awards, degrees, and honors;**
- 4) **Information in relation to school-sponsored activities, organizations, and athletics;**
- 5) **Major field of study; and**

6) **Period of attendance in school.**

Directory information may be released to the general public, unless a parent or guardian requests that any or all the directory information not be released on his or her child. Schools shall notify parents or guardians **annually** of the information that is considered to be “directory information” and of the procedures to be used by parents and guardians to request that specific information not be released. **Without written notification to the school administrator, the school assumes that the parent or guardian does not object to the release of the designated directory information.** Resource:  
<http://www.isbe.net/rules/archive/pdfs/375ark.pdf>

## **GRADUATION REQUIREMENTS**

A diploma will be awarded to students who have fulfilled all academic requirements with a passing grade. Graduating students are also required to attain a passing grade on an examination on the Constitution of the United States and the State of Illinois.

*Students with a failing grade average over the year will be required to attend summer school to repeat the classes failed and provide proof of a passing grade before a diploma will be awarded.*

All financial obligations to Prince of Peace must be paid in full before a graduating student will be given a diploma, be allowed to participate in the 8<sup>th</sup> grade dinner dance, and attend the end of the year field trips.

### **Valedictorian and Salutatorian**

The choice of valedictorian and salutatorian will be based cumulative Grade Point Average for grades 7 and 8 core subjects. Students need to have attended Prince of Peace School since fifth grade. Students must be in good standing with behavior, responsibility, and leadership.

### **Graduation Awards**

Presidential Academic Excellence Gold Seal Award – presented to graduating students who achieve an “A” average in all academic areas.

Presidential Silver Seal Award for Educational Achievement – presented to graduating students who achieve an “A” or “B” average in all academic areas.

## **HEALTH AND MEDICATIONS**

### **Physical Examination**

The State of Illinois requires a physical examination for all pupils entering school for the first time, all kindergartners, all students entering sixth grade, pupils transferring from a school out of the state of Illinois. Standard physical forms from the Illinois department of Public Health are provided on the school website. All sixth graders and above must have a Tdap immunization shot. **All health examination forms verifying required immunizations are to be in the school office at the beginning of August.**

*If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received the required immunizations.*

### **Dental Examination**

All children in kindergarten, second, and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians seeking an exemption to the requirement must submit the **Dental Examination Waiver Form**, provided by the State of Illinois Department of Public Health to the school office. End of the year report cards will not be mailed unless the dental forms have been submitted.

### **Vision Examination**

A new law effective January 1, 2008 requires that all children enrolling in public, private or parochial school for the first time or entering kindergarten shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Standard eye examination report forms are provided by the school. Report cards may be held if the student is not in compliance with this regulation.

### **Vision and Hearing Screening**

These services are provided through the Lake County Department of Public Health only for children in certain grades prescribed by the Health Department. Parents will be notified if their child does not pass the screening. Follow-up doctor appointments are the responsibility of the parent.

## **Asthma Inhalers**

Students who suffer from asthma are required to bring a note from their parent/guardian and a copy of their prescription in order to keep their inhalers with them in school and during school-related events. (**Reference:** State of Illinois Public Act 96-14 60, effective August 20, 2010)

## **Family Emergency Information**

Each family must provide a current registration form which is kept on file in the school office. This is vitally important when a child becomes ill or has an accident while at school. In case of an emergency, 911 will be called so that the child can receive immediate care. **It is imperative that the information be current; if changes occur, please contact the school office.**

## **Medications**

The responsibility for administering medication rests with the parent. If it is necessary for students to receive medication during school hours, school personnel will oversee dispensing prescription medication only if the *school medication procedures* provided for each family are met. **The following forms must be on file in the school office before medication can be dispensed:**

- A parent form giving the school permission to dispense medication
- A written request from the physician detailing the name of the drug, dosage, reason for the medication, time interval between doses, and possible side effects
- Medication must be brought to school in the original container appropriately labeled with the child's name and dosage
- A self-medication form if the child is allowed to self-medicate
- A medical plan, if necessary, for students that need to be monitored during the school day

The school retains the discretion to reject requests for administration of medicines.

Parents are asked to complete a medical emergency form for each child in the family.

## **Communicable Diseases**

To prevent the spread of diseases notify the school office immediately when your child has a communicable disease. Parents of other children in the class will be notified.

Current law protects the right of privacy of parents/guardians/children regarding the Human Immune Deficiency Virus (HIV). However, parents/guardians should report to the

school administration when their child has been diagnosed as having AIDS or other illness caused by HIV that causes AIDS.

The following diseases require a doctor's release to return to school: measles, mumps, chicken pox, head lice, and pink eye. Students with strep throat must be on medication for a full 24 hours before returning to school.

If your child is vomiting, has diarrhea, a sore throat, earache, colored discharge from the nose, skin rash, or elevated temperature, he/she should be at home.

### **Smoking, Alcohol, and Drug Use**

In accordance with local, state and federal laws and the tenets of anti-drug education, no student of Prince of Peace will be allowed to possess on, or in his/her clothing, supplies, desk or other area any illegal substance. Following identification of the student involved in smoking, alcohol or drug use the parents and the local law enforcement authorities will be notified.

The school building is a smoke-free environment.

### **Tobacco, Alcohol or Other Drugs**

Tobacco, alcohol or other drugs, in any form, will *not* be tolerated, and students possessing them or under their influence may be subjected to hospitalization, suspension or expulsion.

## **School Board**



**Local school boards** are, by their very nature, *advisory* to the pastor and principal. The pastor and principal participate in all regular, special, and executive session meetings of the board. The pastor and principal participate in deliberations of the board. The pastor has final approval of all board decisions. The principal is the executive officer of the board, in addition to other duties, and provides in-services and guidance to the board in school matters. The Archdiocesan and Elementary School Policies shall be the policies of the local board. Additional policies may be developed as necessary to assist the principal in the operation of the school. Local board policies may not be contrary to Archdiocesan policies.

## **Parent Notes**

### **Observing a class**

Parents are always welcome to observe a class. Please call the school office 24 hours in advance to arrange for a mutually convenient time. **Observers are to limit their stay to one class period.**

### **Parent responsibilities**

Parents are financially responsible for any vandalism or damage to school or personal property that is caused by their child while on school property.

**All situations concerning student problems involving student relationships outside of school, other than school-sponsored activities, are the responsibility of the parents.**

### **Parents Organized Participation (POP)**

This parent's group meets to develop, organize and run fundraising and social events for the parents, students and parishioners. Major fundraisers include Golf Outing, Pizzazz Dinner Auction, Christmas Cookie Walk, Student Fitness Challenge, and Rummage Sale. Social events include Back-To-School Social, Mother-Son Events, Daddy-Daughter

Dance, and Catholic Schools Week Social Event. All parents are expected to assist and support this group.

## **Corporal punishment**

Corporal punishment, defined as any penalty imposed on a student that affects the student physically is never used. However, a student may be restrained if he/she is a danger to himself/herself or to others.

## **Alcoholic beverages**

School administrators have a right and responsibility to prohibit adult consumption of alcoholic beverages at school sponsored events/activities on and off campus where students are present.

## **Child abuse**

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative or other caretaker who has responsibility for the child's welfare at the time at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.

Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional needs not have proof of convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching) or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness.

School personnel should follow Archdiocesan procedures, which have been developed in accordance with the law.

## **Conflict resolution**

As in all human relations, occasions will arise when, due to lack of good communication, misunderstandings will arise between a teacher and a parent. According to Archdiocesan

guidelines, any such occasion should first be dealt with in a meeting between the parent and the teacher. The principal does not usually meet with parents unless a prior parent teacher contact has been unsatisfactory. If necessary, the Pastor may ultimately be invited to a parent-teacher-principal meeting.

## **Field trips/chaperones**

Field trips are educational and are an active part of the curriculum. The school requires written consent of a parent before the child is permitted to go with the group. A form requesting permission will be sent home in advance of the trip and should be promptly returned. Students are usually transported by bus and pay their own non-refundable fare. Because of the responsibilities involved in chaperoning, parent chaperones are asked not to bring other children on class outings. Only chaperones that have submitted criminal background check and DCFS forms, code of conduct forms and attended Virtus training will be allowed to accompany the children on a field trip. Driver Volunteer Forms must also be submitted annually if you are to drive children during school hours for school related activities. The principal reserves the right to exclude a student from participation in field trips because of unacceptable/inappropriate behaviors.

## **Parent/Guardian Conduct**

Parents/guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds and at school related activities.

Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers at school.

Ordinarily, a student is not to be deprived of a Catholic School education on grounds relating to the actions/attitudes of parents/guardians. In some cases, one of the following actions may permit the continuation of the student in the school.

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting , and/or
- Conduct school business with the other parent/guardian of the student

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended, and/or
- Dismiss the child/children of the parent/guardian temporarily or permanently from the local Catholic School

## Protecting God's Children

The Office of Catholic Schools and the Office for the Protection of Children and Youth have responded to the Catholic Bishops' mandate that all parish and school staff and all volunteers that work with our children help protect them from all forms of abuse. To this end, all individuals are required to undergo a federal background check, attend an initial three and one half hour session of *Protecting God's Children*, and then follow through by reading a series of online articles relating to child abuse, and sign a Code of Conduct. Any adult who refuses to cooperate with this mandate will not be allowed to work with our children. Volunteers who need to meet these requirements have regular contact with children in any of the following categories:

- Religious education teacher or classroom helper
- Parent volunteer in any child or youth program
- Chaperone/driver for youth events
- Scout leader
- Child care provider for before or after school
- Sports team coach or assistant
- Altar server trainer
- School classroom volunteer
- Playground supervisor
- Vacation bible school volunteer
- Field trip chaperone
- Lunch/recess volunteer
- Any similar volunteer position where the volunteer has contact with children which would allow the children to identify the adult as a representative of the Church or school
- **Professions Staff and Volunteers** must submit to the Archdiocesan background check before they are approved.

## Search and seizure

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel may have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

## **Harassment and Battery**

**The Pastor, administration, and staff of Prince of Peace Catholic School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.**

The principal will immediately notify local law enforcement officials of written complaints from school personnel concerning issues of battery committed against school personnel at the school. The principal shall also notify the Illinois State Police within three days of each incident.

School administrators recognize and respond to harassment which includes, but is not limited to:

- verbal or written taunting, teasing, gossip, threats, name-calling, whether in person, through any form of electronic communication or social media, the internet or written communication
- physical acts which include punching, poking, stalking, hair pulling, beating, biting, strangling, spitting, pinching, destruction of property, theft, or excessive tickling
- rejecting, intimidating, humiliating, defaming, terrorizing, extorting, blackmailing, isolating, ostracizing, peer pressure, hostile, rating or ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, or any other offensive, unwanted conduct

- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Harassment of any type is unacceptable in Catholic schools. Parents/Guardians should be notified immediately when their child is the victim of another student’s harassment or if their child is the harasser of another student.

## **Weapons**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include, but are not limited to, the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks, and any other object that causes bodily harm.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directors are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction. The Office of Catholic Schools should be notified as soon as possible. A written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report will be submitted within twenty-four hours to the assistant superintendent of Catholic Schools.

## **BULLYING POLICY**

As stated in the Archdiocesan Administrative Handbook, “Respect for others is an essential part of the Catholic school discipline code. Creating a peaceful school community requires much diligence and guidance. **Any form of demeaning or disrespectful behavior toward others is unacceptable and should not be allowed.** Bullying/harassment is an intentional, repeated, hurtful act committed by one or more persons toward others.” These negative acts are not intentionally provoked by the victim and are not just playful behaviors. They are not allowed in school or at school sponsored activities.

Direct/indirect bullying may include but are not limited to the following acts:

### **Physical** – to harm another’s person or property

Punching	poking	strangling	hair pulling	beating
Biting	hitting	pushing	pinching	spitting
Fighting	tickling	tripping	pulling out a chair from a person	
Scratching	ganging up on another		verbal/written threats	

Stealing            borrowing without permission    cruel jokes or tricks  
Damaging/destroying another's clothing or work

**Verbal** – to harm another with hurtful words

Teasing            taunting            gossiping            name calling            creating rumors  
Spreading rumors            mimicking others            cruel gesturing  
Calling another's parent cruel names            putting others down

**Emotional** - to harm another's self-esteem or acceptance by others

Rejecting            terrorizing            defaming            humiliating            ostracizing  
Blackmailing    excluding            writing/passing nasty notes about another  
Rating/ranking of personal characteristics

**Sexual** - to harm by way of words or actions that have a sexual connotation

Exhibitionism    voyeurism            propositioning            gesturing  
Inappropriate touching  
Calling of names with sexual overtones i.e. slut, fag, gay, lesbian

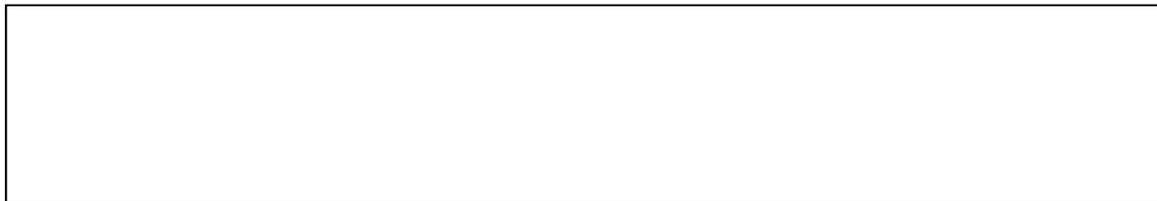
**Cyber bullying** – to use any form of technology to harm, hurt, criticize, destroy, or threaten another's person, work, or family – **this list is not all inclusive**

Phone calls            instant messaging            social networks            blogs  
Emails            texting            sexting

Parents must be vigilant in checking their child(ren)electronic messaging. It occurs at home and needs to be addressed by parents working together. School is involved when it interferes with educational process.

**PROCEDURES FOR DEALING WITH BULLYING**

A system for responding to students who bully may take into account that bullying behavior among children ranges from an isolated incident to chronic and persistent reoccurrences. The ultimate goal of our procedures is to help students learn from their poor choices and experiences, to change their behavior, and become accountable and responsible for their words and actions.



All forms of bullying will be taken seriously. When an incident of bullying has been observed or reported by a teacher, teacher aide, lunch/recess monitor, or adult volunteer the following procedures will be followed:

### **Grades K-2**

1. All incidents will be reported to the homeroom teacher.
2. The teacher will meet with the students involved separately and then together to investigate and document the incident on the “Incident Report Form” that will be sent home to be signed by the parent and returned to the teacher the following school day.
3. The student(s) doing the bullying will be asked to reflect verbally about what they did, how their behavior affected the other person, and how they can improve their behavior in a positive way.
4. The student(s) doing the bullying will be asked to apologize to the student they hurt.
5. The students(s) doing the bullying will be asked to write a letter of apology either at home that evening or during the next recess (whichever comes first)
6. The parents of all the students involved will be notified of the incident – the student(s) doing the bullying will call their parents in the presence of the principal or teacher. The teacher will call the parent of the child bullied.
7. If the bullying behavior continues parents will be asked to meet with the teacher first and then with the principal, teacher, and their child.

### **Grades 3-8**

1. All incidents will be reported to the homeroom teacher.
2. The teacher will meet with the students involved separately and then together to investigate and document the incident on the “Incident Report Form” that will be sent home to be signed by the parent and returned to the teacher the following school day.
3. The student(s) doing the bullying will be required to apologize to the student they hurt.
4. The parents of all the students involved will be notified of the incident. – the student(s) doing the bullying will call home in the presence of the principal or teacher to tell their parents what they have done and that they will be staying after school to complete a “Reflection Form” on their behavior. The “Reflection Form” will be taken home to be signed by the parent and returned to the teacher the following school day. The teacher will call the parent of the child that was bullied.
5. If the bullying behavior is repeated a conference will be held between the parent, child, teacher, and principal. Intervention strategies to change behavior will be determined and agreed upon in writing. Progress will be monitored.
6. Repeated offenses of bullying may result in an in-school suspension.

7. Continued repeated offenses after the in-school suspension with no evidence of change in behavior will result in the need of a clinical evaluation. Refusal by the parents to do so will result in the child being expelled from school.

The school administration reserves the right to determine whether an act/behavior is in violation of the school's conduct code. At times it may be necessary to immediately remove a child from a situation that threatens harm to himself/herself or others in the school.

### **Public Scandal Involving Students**

Catholic School students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic School may be subject to disciplinary action, particularly when the name of the school, its teachers, or students are impacted by the behavior in or out of school.

### **Hot Lunch – Food Service Professionals**

Hot lunches are prepared by Food Service Professionals and delivered daily to school. Lunches are heated in the school kitchen and distributed to the children at lunch time. Students may purchase hot lunches on a prepaid order form each month. *The directions from FSP must be followed.* FSP has online ordering. New directions will be given for ordering.

### **Family Educational Rights and Privacy Act – Child Custody**

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the rights of access of non-custodial parent to his or her child's school records. (Archdiocesan policy 133.1)

- Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

The school will give a non-custodial parent the opportunity for a Parent/Teacher conference at a time other than that of the custodial parent.

If the school has on record a court order indicating the limited visitation right or no visitation rights and the parent makes application to volunteer services in the school, the principal need not accept the application.

If the principal judges that a parent who has limited visitation rights is volunteering to increase contact with the child, the principal will notify the custodial parent and have them settle the issue.

In cases of joint custody where one parent is in charge of education, unless the court order indicated that the other parent forfeits rights to the records, the law is followed.

## **Parent Rights School Records**

### ***Non-Custodial Parent Rights:***

Prince of Peace Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying there is no information to be given, it is the responsibility of the custodial parent to provide the school an official copy of the court order. If the non-custodial parent would like to receive information (such as report cards, progress reports, etc.) that is provided to the custodial parent through the child at school, then a self-addressed, stamped envelope must be provided to the school office.

## **Parents Rights School Records**

The Archdiocese of Chicago, Office of Catholic Education, has adopted Guidelines for School Records which describes the parental rights to a child's records. These records include:

- o Right to inspect: you have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records, and biographical information [name, address, etc.].
- o Right to prevent disclosures: the school will not discuss anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have requested to be kept confidential, or (3) request for the information meets one of the limited circumstances described in the guidelines.
- o Right to request correction: you have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.
- o Once your child turns eighteen, s/he obtains all the above rights.

## **Missing Children Records Act and Registration Law**

As a non-public school, Prince of Peace maintains certified copies of state birth certificates for each student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon enrolling the student. Certified copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other schools within ten days of the request. The Illinois Missing Children Act requires schools to notify local authorities when an office copy of the birth certificate isn't received by the school within 30 days of enrollment. At 30 days, the school is required to notify the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school is required by law to notify the police for a possible missing child investigation.

## **STUDENT CONDUCT AND RESPONSIBILITY CODE**

Catholic schools have long been praised for their adherence to discipline and their efforts to help children develop into successful adult members of society. Today, with increasing rates of crime and violence and an overall decline in morality and respect for authority, Catholic schools are being heralded more than ever for their back-to-basics methods of education.

We, at Prince of Peace, will do everything we can to continue that tradition of Catholic excellence by instilling in our students a sense of respect for rules and authority and by teaching them the importance of kindness and respect for others.

Parents and educators form a partnership in guiding children in the formation of Christian values that lead to responsible behavior and self-discipline. As a Catholic school we have high expectations for student conduct based on honesty, respect, and responsibility. As an educational community our goal is to maintain a safe environment conducive to learning. All of the school staff shares the responsibility for maintaining a positive school climate.

Learning to be responsible means learning to accept the consequences for one's behavior. Disciplinary measures are used to correct behaviors inconsistent with our expectations and rules. Classroom situations are handled by each teacher. If a child is consistently out of order, the principal will be asked to assist. If a student continues to choose behavior that

is unacceptable, he/she is also taking upon himself/herself the consequences of the poor choice. These poor choices may lead to detentions, suspensions and possible expulsion.

## **RULES FOR THE COMMON AREAS OF THE SCHOOL**

Classroom rules and consequences vary by grade level. However, the following rules are for the common areas of the school shared by all of the students.

### **General Expectations**

Each student is expected to reflect the good training in courtesy he/she receives at home whenever he/she is at school, on the playground, or on the bus. Common courtesies to be observed include:

- speaking politely to everyone
- remembering to say “please”, “thank you”, and “excuse me”
- removing hats when entering the building
- cooperating with and being respectful of adults at all times
- coming to school clean and in a clean, full uniform
- being respectful of school property and the property of others
- not chewing gum on school property

### **Church etiquette**

- enter the church silently, being respectful of those who are praying
- participate in the Liturgy or Prayer Service by listening, praying, and singing

### **Bus rules**

- be courteous to the bus driver
- remain in your seat at all times; do not put your head or hands out an open window
- talk in a conversational tone; loud talking and shouting divert the driver’s attention and could result in an accident
- absolutely no “hooting” when going over railroad tracks
- bus misconduct reports result in “bus suspension”; your privilege to ride the bus to and from school will be lost

### **Hallway rules**

- when walking with your class, stay in a single file and keep your hands to yourself
- wait in single file outside a classroom door
- walk quietly through the halls when going to class, to recess, to lunch, etc.
- keep your hands and feet off of the walls

- respect the work of other students that is hung in the hall

### **Lunchtime rules**

- be respectful of the lunch monitors and your fellow students
- line up in single file by the kitchen to pick up your lunch/milk
- remain seated until you have finished eating your lunch
- speak in a conversational tone to those around you
- sit properly and eat over your table; do not walk around while you are eating
- dispose of all of your refuse; make sure it is all in the garbage can; all partially eaten food and drinks are to be disposed of
- your table and the floor around each desk is to be free from food
- NO FOOD and DRINK is allowed in the hallway

### **Playground rules**

#### **Adults should lead them out to recess or playground**

- when leaving the building follow the lunch supervisor in single file; never leave the building without a supervisor
- books, pens, pencils, etc. may not be taken out to the playground without permission of the teacher
- remain in the assigned playground for the entire recess period
- grabbing of other children's clothing is never allowed
- aggressive physical contact including fighting, pushing, tackling, wrestling, teasing, name calling and bullying is not allowed; any student involved in these behaviors will be removed from recess and lose future recess time
- be respectful of the adult supervisors and the other students
- small **soft** balls may be used for playing catch
- balls going into the trees are retrieved only by an adult
- footballs are not allowed on school property (8<sup>th</sup> only)
- jump rope and other games are to be played on the blacktop
- rocks, stones, sticks, and snow are to remain on the ground
- line up immediately when the bell rings
- be responsible for all jackets, sweaters, and playground equipment
- come into the building in silence
- lack of cooperation with the above guidelines will result in a loss of recess privileges
- no one should play on preschool equipment except preschool children

### **Playground equipment**

- only one person per climber at a time

- when using the slide students are to **slide down** in a forward sitting position and get off the slide as soon as they reach the bottom; students **may not climb up the slide**
- no pushing or shoving on the playground equipment
- the game of tag is not allowed on the playground equipment
- the wood chips are to remain on the ground – kicking them up into the air or throwing them is not allowed – any child doing so will become the supervisor’s partner for the duration of the recess period

### **Inside recess**

When weather demands that we have an inside recess, it is recommended that student participate in quiet, productive activities.

- running around the room is never allowed; individual classroom rules apply
- refrain from playing around the teacher’s desk or tampering with another student’s desk or property
- students in grades K-2 usually bring games and manipulatives into the parish hall; supervisors are to station themselves around the cafeteria and maintain a reasonable level of noise
- students in grades 3-8 will use the cafeteria on a rotating basis
- footballs and soccer balls are not allowed in the cafeteria; basketball and volleyball may be played

### **Winter safety**

Children can be especially susceptible to the dangers associated with winter weather. Their youthful enthusiasm often takes over when common sense and safety should prevail. It is therefore for the safety of the children that the following guidelines be followed...

- when temperatures and/or wind chill are at least 20 degrees above zero, the students will be allowed to be outside
- children must wear snowsuits/snowpants, boots, gloves, and hats for recess; those not dressed in the “proper winter gear” must stay on the blacktop
- the use of sleds and other snow recreational equipment is prohibited during recess time
- no snowballs may be thrown

## **THREAT ASSESSMENT**

We are required to take all threats seriously and assess and manage the threatening situation. When information about a student's behavior and communication passes an agreed-upon threshold of concern, school officials will initiate a threat assessment inquiry. Threatening situations may include but are not limited to the following acts: threats to kill, maim, or harm in any way made directly or indirectly against one or more students, teachers, support staff or the school building. Threats may be made via telephone, in writing, via email or technology, or spoken to third parties. When a decision has been made to conduct an inquiry the school will do the following:

1. Contact the Office of Catholic Schools to report the threat
2. Contact the School Resource Officers from the local police department to report the threat
3. Notify the parents of the student making the threat. Meet with the parents, child, administration, and the School Resource Officer from the local police department if deemed necessary.
4. Based on the individual merits and facts of each incident and to sustain a safe school climate, the school reserves the right to determine all procedures and mechanisms for bringing closure to the situation. Decisions may include: suspension, expulsion, professional clinical psychological evaluation, or criminal charges involving the student.
  
5. The welfare and safety of all children is our utmost concern. At times it is necessary to maintain confidentiality to be within the parameters of family privacy laws.



**PRINCE OF PEACE**  
**CATHOLIC SCHOOL**  
**INCIDENT REPORT FORM**

Student \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



**PRINCE OF PEACE**  
CATHOLIC SCHOOL

### SELF-REFLECTION FORM

Recently you were involved in an alleged bullying incident. In order to help prevent such incidents, it is important for you to tell us what happened.

1. When and where did the incident happen?

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place \_\_\_\_\_

2. Who was there? \_\_\_\_\_

3. What happened? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Why did it happen? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. What impact did your behavior have on others? How did they feel? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. What could you have done differently to solve the problem? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Teacher's Signature



**PRINCE OF PEACE**  
CATHOLIC SCHOOL

## PARENT CONFERENCE FORM

This is to confirm that we met with Mr./Mrs. \_\_\_\_\_

on \_\_\_\_\_ with regard to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent Signatures

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

\_\_\_\_\_  
School Staff Signatures

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_

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## **GANG ACTIVITY**

Gang related activities are contrary to Catholic Social Teaching and have no place in the Catholic School. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and/or threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps, or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang related
- Conduct on or off premises that may be gang related

Parents/guardians are notified when their children are either suspected of being involved in gang related activities or are a victim of gang related activities.

Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to the Lake Villa Police Department.

## **WEAPONS**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school or on school premises
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, bully clubs, bats, pipes, sticks and any other object that causes bodily harm
- Parents/guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

**School officials are required to report weapon violations to the local police. The weapon is turned over to the local police department.**

- School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

## **PROCEDURES IN HANDLING SCHOOL PROBLEMS**

When a child behaves in a way that infringes on the rights of others and interferes with the learning environment of the classroom, consequences are appropriate. Corrective measures serve to help children remember their responsibilities.

### **Minor problems**

Students in grades 5 – 8 will be issued demerits for the following reasons: blatant disrespect, out of uniform, damage to property, uncooperative attitude, disobedience, excessive talking, littering, bullying, chewing gum, misbehavior at lunch, inflicting harm on another person, disturbing class, unexcused tardiness, lack of class materials, teasing, name calling, fighting or other situations in which a staff member sees inappropriate behavior.

After receiving five demerits the student receives a detention. After two detentions the teacher will call the parents. Three detentions will require a meeting with the student and parents.

Grades 3 and 4 will have a modified version of this program. After three detentions the teacher will meet with the student to determine ways to help the child. Five detentions will require a meeting with the student and parents.

Any child who consistently misbehaves during lunch will be asked to call his/her parents and ask one of them come in to monitor the class during lunch time for the number of days specified by the principal.

Detention notices are to be signed by the parent and returned to school the following day. Detention will be served on designated days after school.

### **Serious offenses**

The following serious offenses and any other serious consistent misbehavior will be handled under the discretion of the faculty and the administration. When necessary, the pastor will be consulted. Consequences include in-school suspension, at-home suspension, and expulsion.

- Vandalism of school property or the property of another person
- Stealing
- Possession or circulation of obscene material
- Use of written or spoken obscene/offensive language
- Inappropriate gesturing
- Inappropriate use and damage to the classroom and lab computers
- Smoking; possession or use of matches or lighters
- Possession, use of, or dealing with drugs or alcohol
- Possession or use of knives or objects that could cause bodily harm
- Leaving the school grounds without permission
- Repeated harassment of another person in any way

## **TECHNOLOGY USE**

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, **the inappropriate use of technology outside of school may subject the student to disciplinary action.** Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers, staff, coaches or school policies, offensive communications including videos/photographs, and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

### **Cell phones**

Unless requested for a learning activity by a teacher, cell phones are not allowed to be used in school. At all other times, cell phones are to be turned off and kept in backpacks until after school hours. Cell phones used during school hours without permission, including drop off and pickup, will be confiscated and returned only to a parent.

### **Electronic equipment**

Students are not to bring personal electronic equipment to school unless specifically requested to do so by the teacher. This includes but is not limited to cell phones, e readers,

iPads, tablets, wireless handheld devices, pagers, computers, digital cameras, and other communication devices.

Some reasons for restricting electronic devices include but are not limited to:

- Electronic devices are capable of accessing the Internet thereby preventing the school from filtering content.
- Students could violate the privacy of others through the use of unauthorized photographs
- Students can easily bully or harass others through the use of electronic devices
- The learning environment could be disrupted causing students to not hear directives or announcements.
- The integrity of test and examination grades could be compromised by cheating
- Parents/guardians may wrongfully assume that the school shall take financial responsibility for loss or theft of the electronic devices

If any such equipment is brought to school and used inappropriately, it will be held by the teacher. It will be returned to the parent with the understanding that it will be taken home and not brought back to school. The staff is not responsible for any lost, stolen or damaged equipment.

## **UNIFORM REQUIREMENTS -**

The new red and black uniform requirements are mandatory as of August, 2015.

Parents/guardians are asked to help the school enforce the uniform policy. Students should come to school neatly dressed in the proper uniform each day unless an out-of-uniform day has been declared. Shirts are to be worn tucked in. Shoes are to be tied. The uniform requirements for Prince of Peace Catholic School are as follows:

### **BOYS – grades K-8**

- red or grey knit logo polo shirts\* (button placket with collar) - long or short sleeve
- black corduroy or twill pants (cargo pants are not to be worn)
- white, grey, \*black or **crew socks** (not low cut socks – socks must cover the ankle)
- black uniform style walking shorts may be worn only from April 15 – October 15
- black/grey outerwear option Prince of Peace School logo sweatshirt\*, worn over polo shirt
- belts are optional, but if worn must be a simple black belt with a small buckle

### **GIRLS – grades K-3**

- red or grey knit logo polo shirts \*(button placket with collar) - long or short sleeve
- Grey/black/red skorts K-8, black twill pants (cargo pants are not to be worn)
- *White/ Grey/black/red **crew socks** (not lowcut; socks must cover ankle) or white, black, grey, or red knee socks or footed tights*

- black uniform style walking shorts, may be worn from April 15 until October 15
- black/grey outerwear options Prince of Peace School logo sweatshirt\* worn over red or grey polo shirt options
- belts are optional, but if worn must be a simple black belt with a small buckle

### **GIRLS – grades 4-8**

- red or grey knit polo shirts \*(button placket with collar) - long or short sleeve
- new plaid skorts (or grades 5 to 8 have skirt option which must be within 2 inches of the top of the knee) or black twill pants,
- white/red/black/gray **crew socks** (not low cut – socks must cover ankle) or white, black, gray or red knee skorts or footed tights
- black uniform style walking shorts may be worn from April 15 until October 15
- black Prince of Peace School logo sweatshirt\* worn over red/grey polo shirt
- belts are optional, but if worn must be a simple black belt with a small buckle

Logo sweatshirts and logo knit polo shirts are ordered and purchased online through Dennis Uniform. If ordering through Dennis Uniform, use the preferred School code – **GPOPV** at: [www.dennisuniform.com](http://www.dennisuniform.com).

Cargo pants, jean style pants with double stitched seams and patch pockets, low-rise, flares, or bell bottom pants are not considered uniform pants.

### **Gym uniforms**

Gym uniforms may be ordered twice a year (in August and April from the school). Students wear a red school t-shirt and black shorts or sweatpants with school name. Spiritwear tops are also permitted on gym days.

#### **Shoes**

Dress shoes or gym shoes may be worn; gym shoes are required for gym class. If high tops are worn, socks must be clearly visible above the shoe. To help prevent injuries while running and playing during recess/gym crocs, sandals, backless shoes, and flip flops may not be worn. **Shoes with attached wheels are not allowed to be worn to school.** Skater shoes that are loosely tied are not to be worn to school. ALL ATHLETIC SHOES are to be tied tightly with only one color laces. All gym shoes, including high tops, must be tied tightly so as not to come off when running and jumping.

### **Make-up, jewelry, and hair styles**

No make-up of any kind is allowed unless recommended by a dermatologist. Jewelry is limited to a simple cross and wrist watch. Bracelets and necklaces frequently become “toys” during class and should not be worn to school. Pierced earrings must be the simple post type—**no dangling earrings**. Body piercing and tattoos are not appropriate for an elementary school child.

Hair should be its natural color and hair styles should be neat and appropriate for school. No mullets or colored hair is permitted. Boy's hair should not reach below the collar. Hair should be cut or pulled back so as not to cover the eyes.

## **Casual dress days/non-uniform day dress**

Out-of-uniform days will be announced during the school year.

- 1) Students will be notified through announcements posted on the school's website and announced in school. Student dress should be comfortable and in good taste. Shorts, skirts and dresses must conform to uniform length. Sleeveless blouses with a full shoulder may be worn. Jeans, polo shirts and athletic shoes are acceptable if properly laced.
- 2) Inappropriate images or messages, contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing at any time. Examples include, but are not limited to, messages or images dealing with illegal activity, death, violence, bad language, or designed to be a "cut down." Students may not wear hooded sweatshirts, sun glasses, tank tops, tube tops, halter tops, see-through shirts, midriff tops, spandex shorts, athletic shorts, boxer shorts, pajama bottoms or ripped clothing.
- 3) For health and safety reasons, shoes and stockings are required every day at school. Parents will be called to bring a change of clothes should a child come to school dressed inappropriately.

## **Formal Dress Days**

Girls are expected to be dressed up in dresses, skirts, and tops or dress pants. **NO JEANS.** Skirts and Dresses must be a reasonable length within an inch of the knee. No sleeveless or strapless dresses. Shrugs, jackets, or sweaters must be worn at all times.

Boys are expected to wear shirts, ties, and dress pants. No jeans or cargo pants. No gym shoes.

## **POP Closet**

Periodically parents have an opportunity to donate uniforms their children have outgrown. Parents are also welcome to select items that they can make use of. Dates & times will be announced.

## **Wellness Policy**

Prince of Peace under the directives of the Archdiocese of Chicago is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

The Pastor, administration and the School Board reserve the right to make changes and adjustments to policy when necessary. It will be published and sent to families.

### ***Belief Statement***

Prince of Peace Catholic School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

### ***Intent***

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of Public Act 194-0199.

### ***Rationale***

Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

### **Amendments or Addenda to Handbook**

Prince of Peace Catholic School, through the Principal, retains the right to amend the handbook for just cause with or without notice. Quickly changing circumstances or events will be considered just cause; however, the school will attempt to inform parents of all changes as soon as possible.

