

# Parent Acceptance Agreement

We have read the Student/Parent Handbook for Our Lady of Peace Catholic School and agree to support the rules and directions of the School. We will also help our child/ren understand and conform to the directions contained in this Handbook.

Parents' Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Parents of: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

## PICTURE AUTHORIZATION

I give consent for my child's image to be photographed/recorded and published on the following school publications/media (CHECK ALL THAT APPLY). Not checking any of the below signifies that the school is authorized to utilize your child's picture in the below publications:

\_\_\_\_ All school publications/media (no need to check any others) \_\_\_\_ No school publications/media (no need to check any others) - - - -

\_\_\_\_ Advertisements    \_\_\_\_ Facebook    \_\_\_\_ Website    \_\_\_\_ Inside the School (bulletin board, classroom walls, etc.)

\_\_\_\_ School Newsletter    \_\_\_\_ Brochures    \_\_\_\_ Church Bulletin (OLP, St. Edward's, St. Teresa's, &/or St. Joseph's)

## MEDICAL AUTHORIZATION

I give permission for my child/ren to receive first aid care at Our Lady of Peace Catholic School should the need arise. I will not hold the School responsible for any treatment given.

Child/ren

Grade


Parents' Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**If you do not want to be included in the school directory, please sign below.**

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

**COMPLETE AND RETURN THIS ENTIRE FORM.**  
**THIS FORM MUST BE ON FILE FOR EVERY FAMILY**

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# CODE OF CONDUCT POLICY

2019-2020

\*MAINTAIN THE CODE OF CONDUCT FOR YOUR RECORDS AND PLEASE SIGN AND RETURN THIS PAGE ONLY

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**The Our Lady of Peace School Discipline Policy is intended to provide the structure for students to learn responsibility for their behavior and actions. The exact extent of the discipline action will be based upon specific students' actions and circumstances of their behavior. The Pastor and Principal reserve the right to interpret and amend this policy at their discretion.**

\*\*\*\*\*

I have read and discussed the Code of Conduct policy with my child(ren).

_____	_____	_____
Print Parent Name	Parent Signature	Date

(Grades 1<sup>st</sup> – 8<sup>th</sup>) I have read and discussed the Code of Conduct policy with my parents/guardians.

_____	_____	_____
Print Student Name	Student Signature	Grade
_____	_____	_____
Print Student Name	Student Signature	Grade
_____	_____	_____
Print Student Name	Student Signature	Grade
_____	_____	_____
Print Student Name	Student Signature	Grade

**SCHOOL COPY**

RETURN THIS DOCUMENT, SIGNED, TO THE SCHOOL OFFICE

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# 2019-2020 Student/Parent Handbook

**TAE**

**INTROI**

**Pastor:**  
Fr. J. Renaud West

**Principal:**  
Mr. Stephen Hickey, Ed.S.

**Administrative Assistant:**  
Mrs. Pam Mentrup

**Phone:**  
(803)279-8396 Ext. 100

**Fax:**  
(815)301-6770

**Office Hours:**  
Monday - Friday  
8:30 a.m. – 3:30 p.m.

**School Address:**  
137 Way of Peace  
North Augusta, SC 29841

**School Website:**  
[www.olpschool.us](http://www.olpschool.us)

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## **Attachments**

1. Diocese of Charleston Catholic School System Medication Form
2. Telecommunications Use Agreement
3. OLP School Calendar
4. Discipline Policy/Code of Conduct
5. 10-15-20 Attendance Policy
6. Academic Probation

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## **INTRODUCTION**

We are gratified that you have chosen Our Lady of Peace Catholic School for your sons and daughters and we will do all within our power to validate your decision. We ask you to help us in our mission by insisting that your student(s) adhere to the provisions of this handbook. By working together as parents, teachers, and administrators we can achieve the very best for our students.

This handbook is the guide we will follow to carry out our mission to the young people God has entrusted to us. We are confident that these regulations and policies will enable Our Lady of Peace Catholic School to maintain an atmosphere conducive to each child's spiritual, moral, academic, social, and physical growth.

Students and parents are asked to review this handbook and agree in writing to abide by and support the rules and regulations of Our Lady of Peace Catholic School. Policies are reviewed throughout the school year.

NOTE: All references to “Parents” in the handbook imply also “legal guardians.”

## **Disclaimer**

The Our Lady of Peace Catholic School Student/Parent Handbook is intended to describe the Philosophy, Services, and Structure of the school’s educational program to parents and students. The school administration (Pastor and Principal) reserves the right to make changes and/or additions to this Handbook without prior notice. The school administration is the final interpreter of the content of this Handbook.

## **MISSION AND VISION**

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### **Mission Statement**

Our Lady of Peace Catholic School provides a superior education to 4K-8<sup>th</sup> grade students, guiding their Christian discipleship and preparing them for life-long learning. A vital extension of Our Lady of Peace Parish, the school welcomes families of all faiths and cultures as we embrace our tradition of academic excellence and service.

### **Vision**

Our Lady of Peace Catholic School is an extension of the educational mission of the Catholic Church and serves as a foundation for the future of the Parish and the North Augusta community. We will strive to be recognized for achieving academic excellence, integrated with religious truth and values, by challenging students to reach their highest intellectual and spiritual potential. We will encourage students to develop a positive attitude toward life-long learning, nurture the spirit and freedom that recognizes discipline and personal responsibility, and cultivate Christian traditions.

We will provide the highest quality of education while maintaining financial feasibility for all who desire to take advantage of such an opportunity.

As an integral part of the Parish and North Augusta community, we will introduce students to the practice of Christian service, and develop in students a compassion and social conscience sensitive to the needs of others. The strong Christian values instilled in students at Our Lady of Peace will be their guides throughout their adult lives.

The religious formation of students and faculty involves more than the formal classes in Christian doctrine. Both are given many opportunities to demonstrate their religious beliefs. Non-Catholic students are expected to attend and to participate in all religious activities which are held for the entire OLP community. Among the religious activities which take place throughout the school year are:

- communal prayer throughout the day
- the celebration of the Eucharist by the entire OLP community each week: Wednesday 8:30a.m.
- penance services during Advent and Lent
- para-liturgical services
- numerous opportunities to serve the less fortunate members of the North Augusta community and the world.

## **EDUCATIONAL PHILOSOPHY**

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*You can do nothing with children unless you win their confidence and love by bringing them into touch with themselves, by breaking through all the hindrances that keep them at a distance. We must accommodate ourselves to their tastes; we must make ourselves like them.*

*St. John Bosco*

We believe Our Lady of Peace Catholic School fulfills the threefold purpose of Catholic education as set forth in the Bishops’ Pastoral Message on Catholic Education: To teach the message revealed by God which the Church proclaims; to build community in the life of the Holy Spirit; and to serve the Christian community and the entire human community.

Our overall goal at Our Lady of Peace Catholic School is to prepare our students to face the intellectual and ethical endeavors that they will confront as active members of society by accepting, nurturing, and challenging them.

Our Lady of Peace is a faith-based community. We feel that the best framework for the development of the whole student is within a structure of ethical and moral values. Through their education, students should gain the skills, strategies, and desire necessary for continued learning. They should also develop a strong sense of responsibility for themselves, of service toward each other and their community, as well as a sense of stewardship towards God's creation.

To this end, the faculty and staff are dedicated to the creation of a rich, culturally diverse environment for learning. This is done by designing a curriculum which integrates Christian values with strong science, fine arts, language arts, and social studies components, inspiring students to appreciate the intrinsic merit of learning in an atmosphere of mutual respect and appreciation.

## **Parental Cooperation as a Condition of Enrollment**

The Diocese of Charleston and the faculty and staff of Our Lady of Peace believe that the education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **GOALS OF CATHOLIC EDUCATION**

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The Diocese of Charleston and Our Lady of Peace Catholic School have established the following goals for our educational program:

- ▶ To ensure the proclamation of the message of the Gospel.
- ▶ To encourage and support the building of a faith community among the students, faculty, administration, parents, and parishioners.
- ▶ To instill the importance of service to one another as an obligation of living in a Christian community.
- ▶ To develop in students the Christian principles of peace and justice.
- ▶ To be an educational institution of academic excellence and center for moral function.
- ▶ To assure quality Catholic education by maintaining high standards in teaching and learning.
- ▶ To assist each student in developing and understanding more fully Catholic moral values and doctrines so that his or her choices at all stages in life may reflect these beliefs.
- ▶ To foster the intellectual development of each child according to his or her potential in order that he or she will have the skills necessary for future educational and occupational choices.
- ▶ To foster the spirit of love and the values of the Kingdom among the students in order that each may experience community now and extend this fellowship to others.
- ▶ To nurture in all students the ideals of self-discipline, self-respect and self-reliance in order to promote each child's personal growth.
- ▶ To instill in the students a sense of responsibility toward the development and exercise of peace and justice in their relationships with each other, the community, and the world.
- ▶ To create an awareness of and respect for all cultures so that each student will develop a sense of pride in his or her own heritage.
- ▶ To work with the parents, the parish and the community in the implementation of these objectives.

## **ADMINISTRATIVE AUTHORITY**

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### **Pastor – Fr. J. Renaud West: [fatherjrwest@gmail.com](mailto:fatherjrwest@gmail.com)**

The Pastor is the chief administrative officer of the total parish educational program. He works with the school Principal to ensure an effective program of studies, which is in compliance with diocesan, state, and county directives. He provides adequate physical facilities, which are suitable for the instruction of all children of his parish.

As chief administrator of the parish, he is responsible for delegating authority to the principal for the administration of the school in the areas listed in the principal's role description.

## **Principal—Stephen Hickey:**

**olpprincipal@olpschool.us**

The principal has the responsibility for the administration and supervision of the school program to carry on the mission by modeling academic and religious leadership in a Christian environment in accord with the educational policies established by the Diocese of Charleston

Duties of the principal include:

- maintenance of the general discipline of the school to insure the most effective environment possible for learning
- consultation with the faculty in the general conduct of academic and disciplinary matters
- determination of the course of action in problems relating to discipline (For all cases that warrant possible expulsion, consultation with the Pastor will occur.) Please refer to Code of Conduct that explains this in detail.
- establishment of the academic curriculum in accord with the Diocese of Charleston directives.
- establish effective public relations with public authorities, parents, teachers, and students

## **SCHOOL ADVISORY COUNCIL**

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### **Purpose**

The Our Lady of Peace Catholic School Advisory Council advises the administration of Our Lady of Peace Catholic School. The work of the Council is directed by the policies of the Diocese of Charleston and the school mission statements and by specific objectives the School Advisory Council sets for itself each year. The Council is responsible for aiding the administration in the review of the annual school budget (items to be funded in the budget, tuition amounts, etc.). The Council and its committees are responsible for assisting the administration in developing and maintaining the School Improvement Plan (SIP). The School Council also recommends to the administration items or services for which fundraising monies should be used. The School Council will develop and assist with the implementation of these recommendations in conjunction with the respective fundraising Councils (e.g. PTO). Other School Council functions are delineated in a constitution maintained by the School Council.

### **Membership**

The School Advisory Council consists of the following members:

1. Ex-officio: the pastors of Our Lady of Peace Parish and Saint Edward's Parish, and the principal of Our Lady of Peace Catholic School.
2. Up to Six "at-large" members, nominated by the existing Council President, and approved by the Principal.
3. A representative from the PTO.
4. Persons appointed by the Pastor of Our Lady of Peace.

### **Meetings**

Meetings are generally held once each month and begin at 6:30 p.m. (Any changes to this schedule will be announced to the school and noted in the monthly school newsletter.) Meetings are closed due to confidentiality, if you wish to attend you must request in writing to the Pastor or Principal. Requests to present an issue must be made to the School Council President or another School Council Representative at least 7 days prior to the scheduled meeting to permit the item to be placed on the agenda.

## **FINANCIAL OBLIGATIONS**

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### **Payment of Tuition and Other Fees**

If for any reason tuition, fees, lunch, or Before/Aftercare payments fall 30 calendar days in arrears, students may not be permitted to attend school, award ceremonies or school programs until the account is brought up to date.

## **FACULTY AND STAFF**

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### **Faculty & Staff**

#### **Administration**

Headmaster

Fr. J. Renaud West

Principal  
Administrative Assistant  
Office Secretary  
Bookkeeper  
Student Transition Counselor  
Development Director/IT Director  
Bilingual Secretary

Mr. Stephen Hickey, Ed.S.  
Mrs. Pam Mentrup  
Mrs. Cathy Regina Carroll  
Mrs. Michelle Derrick  
Mrs. Paula Perez-Vizcaino  
Vacant  
Ms. Martha Ramirez

### Faculty

K4 (Room 101)  
K4 Aide (Room 101)  
K5 (Room 100)  
1 (Room 102)  
2 (Room 103)  
3 (Flemister Room)  
4 (Room 109)  
5 (Room 108)

MS Science (Room 104)  
MS Math/S.S. (Room 107)  
MS ELA (Room 106)  
MS Social Studies (Room 105)  
MS Religion (Library/Media Center)  
Visual Arts (Art Room)  
Spanish (Music/Spanish Room)  
Physical Education (Murphy Hall)  
Music (Music/Spanish Room)  
Reading Specialist (Murphy Hall)  
Coordinator of Religious Education/Confirmation Prep

Mrs. Toni Thomas  
Ms. Anne Jackson  
Mrs. LaWanda Thornton  
Mrs. Ashley Lewis  
Ms. Jan Kroger  
Ms. Marie Krall  
Mrs. Kim Brazell  
Mrs. Cheryl Wahman

Ms. Katherine Lane  
Mrs. Carrissa Brown  
Mr. Chris Herzberg  
Mr. Jeff Slagle  
Mrs. Cathy Brown  
Ms. Colleen Parr  
TBD  
Ms. Ricci Harris  
Mr. Aaron Dixon  
Mrs. Jean McDougald  
Ms. Sandra Martinez

### Facilities

Facility Director  
Custodial Engineer/Maintenance  
Maintenance

Mr. Alex Leguizamon  
Mr. Tony Ramirez  
Mr. Bill Levi

### Before/After – Care

Before/After – Care Supervisor

Ms. Ricci Harris  
ms. Martha Ramirez

## ACADEMIC PROGRAMS

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The academic program at Our Lady of Peace Catholic School recognizes that all children learn differently based on their age, learning style, and God-given ability. The faculty assesses a child's readiness and skill development and targets the instruction to his/her learning stage, providing continuity in learning and continuous progress. Course content in the elementary grades is presented repeatedly over the years with increasing depth and mastery expected as the child matures in skill level. This gives students the chance to be secure in basic skills. Parents and students should be aware that additional time may be needed to complete homework in advanced coursework.

OLP curriculum requirements are determined by the Diocese of Charleston's Department of Education. Specific skills and knowledge are outlined for each grade level in the following subjects:

- Mathematics
- Social Studies
- English/Language Arts
- Science
- Religion

Students also receive weekly instruction in art and music, physical education, library skills, media information and Spanish (MS). The following additional classes provide grades to only middle school students: Music, Art, & Spanish.

## **Major Subject Areas**

### *Religion*

The OLP religion curriculum seeks to teach as Jesus did while forming students to live as He lived. It emphasizes the application of Christian values to everyday life. Family life instruction is incorporated into the overall program according to the guidelines of the Catholic Church.

Since OLP is a Catholic school, liturgies are an important part of the school curriculum. Students actively participate in daily religion classes and weekly liturgies adapted to the instruction of children. While differences of religion are not an obstacle to admission to Our Lady of Peace Catholic School, and no attempt is made to influence a student's religious convictions, all students must attend the weekly liturgical services.

The school's religion curriculum includes academic preparation for the sacraments of First Reconciliation and First Eucharist in grade 2 and Confirmation in grade 8. Parental participation in this preparation is mandatory and includes church-sponsored activities outside of school.

The Christian formation of the students is manifest throughout the day at OLP as evidenced by daily prayers at the beginning and end of each school day and at lunch and the behavior expected in the classroom. Students also practice Christian stewardship by participating in numerous service projects that benefit the community.

### *English/Language Arts (ELA)*

Instruction in ELA includes but not limited to reading, phonics, English, spelling, writing, vocabulary, and penmanship. The reading program at Our Lady of Peace Catholic School is based on systematic, explicit phonics to provide a firm foundation for future learning. It teaches comprehension, vocabulary, and writing through the integration of classical and contemporary literature selections. Students are taught study and thinking skills as they progress from word identification and comprehension to an awareness of literary forms and techniques of style.

The reading program is complemented by instruction in spelling, grammar, and writing skills. Oral speaking and dramatic presentations are integrated into the instruction to enhance and reinforce the learning experience.

### *Mathematics*

Computation, problem solving, and competence are the keys to the mathematics program at Our Lady of Peace Catholic School. Students receive instruction in number facts, concepts, application, and integration in real life problem solving.

The K4 mathematics program ensures that students develop a solid foundation in basic mathematical concepts. The curriculum is based upon incremental development, continual practice and review, and cumulative assessments at regular intervals. Daily drills and reinforcement of previously learned material strengthen the student's competence. Manipulatives and other multi-sensory techniques are used to help students visualize mathematical concepts applicable in real life.

Students advance through the mathematics curriculum according to demonstrated skill, proficiency, and aptitude. In Grades 4-8, students learn to successfully solve multi-step problems, master fundamental concepts such as ratios, proportions, and percents, and gain confidence in their mathematical abilities. Computers and calculators are used to strengthen previously learned material and assist the student in skill mastery. Algebra is offered to qualified 8th Grade students.

### *Science*

The science curriculum at Our Lady of Peace Catholic School reflects the fact that the rapid advances in science and technology demand students be well prepared in science and the application of scientific methods of thinking. Our science instruction provides balanced instruction in all areas of science and is designed to help students apply science to their everyday life. The science curriculum is capable of being taught in an interdisciplinary fashion at the teacher's discretion.

The science lab is equipped to conduct laboratory experiments to enhance the science curriculum and allow students to develop their investigative thinking skills with hands-on activities.

OLP students in 5-8<sup>th</sup> will also participate in an in-house science fair which gives the students the opportunity to explore, plan, construct, and exhibit a project of their own to demonstrate their understanding of the scientific method.

## *Social Studies*

The study of the development of people through communities, nations, and the world is the focus of the social studies curriculum. Students are taught the elements of geography, history, sociology, and economics within the stories of actions and the physical properties of the earth. Application of current events to the topics of study as well as the Church's social teachings help the students relate to the world from a Christian and global perspective. Map study is developed from an outline of their own locale to that of placement within a world community.

## **Homework**

Homework is assigned as a reinforcement or extension of the daily program and should be completed. At all grade levels, homework is included in determining the subject area grade on the report card. Students in grades 1–8 will be given a student planner in which homework assignments are to be written.

It is the parent's responsibility to supervise the homework and guide the student to select an appropriate place for study. As the child becomes older, the major responsibility should shift to the child. Yet even with older students, some parental supervision is expected.

Parents should emphasize that study is as essential as written work. Average homework time is as follows:

Kindergarten:	15 minutes
Grades 1 & 2	20 minutes
Grades 3 & 4	40 minutes
Grades 5 & 6	60 minutes
Grades 7 & 8	90 minutes

If a parent recognizes that his/her child consistently spends less or more than the suggested time for homework, the parent should contact the teacher directly. If home assignments cannot be completed because of home conditions, e.g. sickness in the family, death of a relative, etc., pupils may be permitted to defer doing the prescribed work. A written explanation to the teacher may obtain this permission.

Ordinarily, homework is not assigned for weekends or holidays. However, as the child becomes older, previously assigned projects and homework may require completion to occur over weekends and holidays. Parents and students should be aware that additional time may be needed to complete homework in advanced coursework.

## *Missed Assignments*

When a student is consistently missing assignments, the teacher will notify the parents and offer appropriate suggestions to remedy the situation. It is the parent's responsibility to check the child's homework or planner on a regular basis.

The homework policy is as follows: All homework will be checked and may receive a grade of completion and accuracy. The homework grade can be averaged into the report card grade. The teacher can implement his/her own homework policy if it is pre-approved by the principal. Parents will be notified by written communication prior to any change in the policy.

Failure to complete homework in the appropriate manner will result in a reduction in grade. Please refer to the Code of Conduct for further details.

## *Make Up Work for Excused Absences*

Make-up work is the responsibility of the child. It is the parent's responsibility to see that the child obtains and satisfactorily completes his/her make-up work. The elementary school student is responsible for completing all work missed within one week following return to school.

The make-up policy for the middle school grades (grades 5-8) is as follows:

- A student who has an excused absence must make up all work missed. It is the student's responsibility, not that of the classroom teacher, to obtain, complete, and submit all assignments and to arrange to take all quizzes or tests administered during the absence.
- A student who is absent for only one day must turn in any homework within two days of his/her return. Quizzes or tests must also be taken within two days of the return.
- A student who is absent for two or more days must arrange to make up all work, assignments and/or tests within one week (5 school days) after returning to school. Extensions may be granted in cases of long illnesses.
- Teachers are not required to make up any assignments or tests for those students who have unexcused absences.
- A student who leaves school early must turn in any homework due that day for classes that will be missed.

## Grading Scale

### *Effort Grades*

Students receive effort grades in music, P.E., Media Information (5-8), and Handwriting (grades 2 – 4). In grades 1 and 2, effort grades are also given in Religion, Social Studies, and Science.

Effort grades are as follows:

- 1 – Outstanding
- 2 – Good
- 3 – Capable of Better Effort
- 4 – Serious Lack of Effort

### *Numeric and Letter Grades*

Numeric grades (which correspond to a letter grade) are given for core subjects (Reading, Language, Spelling, and Mathematics) for students in grades 1<sup>st</sup> -8<sup>th</sup>. (Note: First grade begins letter grading during the second semester.) Numeric grades are also given for religion, social studies and science in grades 3<sup>rd</sup> -8<sup>th</sup> and Spanish & Art in grades 5<sup>th</sup> -8<sup>th</sup>.

The letter grading scale is:

A+	–	98-100	C+	–	80-82
A	–	95-97	C	–	77-79
A-	–	92-94	C-	–	74-76
B+	–	89-91	D	–	70-73
B	–	86-88	F	–	Below 70
B-	–	83-85			

## Academic and Guidance Testing

### *Standardized Testing*

The following Standardized Testing Program is used at Our Lady of Peace and the Diocese of Charleston:

- End of Year Math and Reading assessments are given to the children entering 5K at the end of their 4K year
- Measure of Academic Progress (MAP) Testing is administered to grades 1 – 8 three times a year (fall, winter, and spring)
- South Carolina Catholic Inventory of Faith Formation. The test will be administered to grades 5<sup>th</sup> and 7<sup>th</sup>.

### *Curriculum Testing*

Prepared tests that correlate with selected curricular texts are given to measure skill progress of the students. These are supplemented by teacher-developed tests and informal classroom assessments.

## Formal Academic Reports

Report cards are issued in October, January, March, and May. The report card indicates instructional level, academic progress, effort, conduct, and other supplementary information.

Report cards are given to the parents during a scheduled parent/teacher conference for the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Report cards are given to the student for the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Instruction level is noted for reading, English and math by year and semester. (e.g., An instruction level of 4-1 indicates the student has been taught the content of the 4<sup>th</sup> grade, 1<sup>st</sup> semester.) Promotion/retention is based on mastery of grade level material, while grading is based on instructional level.

Progress Reports are given mid-way between each report card in 4K-8<sup>th</sup> grade. This indicates the progress that the student is making and will show areas of strength and weakness.

The first failure warning will be sent by the teacher to parents of students who are in danger of failing for the year at the second report card period.

## Conferences

Parents are encouraged to confer with the teacher should there be concern about their student's academic progress or disciplinary status. Parents wishing to have a conference with a faculty member or administrator should make an appointment by telephone, letter, or email. Barring an emergency, no classroom teacher will be permitted to meet with parents during his/her class time.

Parent/teacher conferences with all parents are mandatory with the issuance of the first and third quarter report cards. It is the parents' responsibility to arrange a conference time in order to receive subsequent report cards. Exceptions may be made in extraordinary circumstances. Conferences may be arranged with parent, student, and teacher.

At the request of the parent or the teacher, conferences may be arranged at the end of the second and final marking period or at any other time during the school year.

## Student Recognition

An honors program is established to promote academic excellence in 1<sup>st</sup>-8<sup>th</sup> grade. OLP has three honor rolls, an A+ honor roll, an A honor roll and an A-B honor roll.

**Principal's Honor Roll** – Average of 98 and above (A+'s) in all graded subjects for the quarter or semester, with 1's and 2's for all effort grades.

**High Honor Roll** – Average of 92 -97 (A's) in all graded subjects for the quarter or semester, with 1's and 2's for all effort grades.

**Honor Roll** – Average of 83-91 (A's and B's) in all graded subjects for the quarter or semester, with 1's and 2's for all effort grades.

At the end of each semester, students on all Honor Rolls are recognized by having their name submitted to the local newspaper for publication (published at the discretion of the newspaper editor) and published in the OLP newsletter.

At the end of each semester, award certificates are given to students who have maintained an A+, A or A-B average for the entire semester and for the entire academic year. Perfect attendance for the semester and the academic year is also awarded. Students with more than 3 tardies will not be eligible for Perfect Attendance Awards. Recipients of semester and academic year awards will be recognized at an assembly at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters.

## Field Trips

Field trips are planned in conjunction with the children's studies. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. At least one week in advance of the field trip, a permission slip containing the date of the trip, place, and cost (bus fares, entrance fees, etc.) will be sent home. The Parent/Legal Guardian Permission Slip and Indemnity Agreement (see sample in the Attachments section of this handbook) must be completed by the parent and received in the office by the due date noted. (This will be strictly enforced so there is a seat belt for every person in the vehicle and sufficient transportation will be available.) No student will be permitted to go on a field trip without the written permission of his/her parents or guardian.

### *Drivers and Chaperones*

Students must be well chaperoned on these field trips so parents are welcome and encouraged to accompany the teachers and students, however, all chaperones **MUST** be Safe Haven trained **and have all required diocesan paperwork completed (volunteer form, driver screening and background screening)**. The teacher will notify chaperones/drivers at least three days in advance. Anyone who is a driving chaperone **MUST** obey all the state's rules of the highway. All students must be secured by a seat belt while being driven on the field trip. In addition, each driver must:

- be at least 21 years old
- hold a valid license
- have a vehicle that is properly registered and equipped with a seatbelt for each passenger
- carry the minimal acceptable liability limit of \$100,000/\$300,000
- refrain from smoking in the presence of the students

Proof of insurance and a valid driver's license must be presented to the office **BEFORE** the day of the trip.

If the rules are not observed, you will not be allowed to drive in the future.

### *Non-Participants*

Since Field Trips are an essential part of the school program, all students are expected to participate. Students who do not participate MUST attend school, or they will be reported absent for the day.

### *Special Requirements for K4, K5 and First Grade Field Trips*

Due to the Child Restraint Law effective July 1, 2001, field trips for K4, K5 and first grade will be either held on-site or will require the use of a bus for transportation.

## **ACADEMIC REQUIREMENTS**

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### **Promotion Requirements for K4**

Students may be promoted at the completion of the academic year if they demonstrate:

- Sufficient emotional and social maturity to enter K4 or kindergarten and function with self-confidence.
- Satisfactory to good completion of work according to the teacher's judgment. The judgment would be based on classroom observation, participation, maturity and child's work.
- Attendance record of no more than 10 days absence. (Students with more than 10 days absent can be promoted at the discretion of the principal and teacher).

### **Promotion Requirements for Kindergarten**

Students may be promoted at the completion of the academic year if they demonstrate:

- Sufficient emotional and social maturity to enter the first grade and function with self-confidence.
- Satisfactory to good completion of Kindergarten work according to the teacher's judgment. The judgment would be based on classroom observation, classroom participation, classroom maturity and child's work.
- Standardized Testing within the average range of skill achievement.
- Completion of curriculum through at least 6 months (3/4) of achievement.
- Attendance record of no more than 10 days absence. (Students with more than 10 days absent can be promoted at the discretion of the principal and teacher).

If a student in Kindergarten has been retained he/she must meet the following requirements in order to be promoted:

- The student is placed in an approved summer program. that will provide for remediation of skills in areas child needs to develop.
- Student shows a growth of at least 2 months in skill mastery as addressed by the summer program. and as evaluated by Our Lady of Peace Catholic School personnel.

Failure to meet the above conditions will result in retention or alternate placement for child.

### **Promotion Requirements for Grades 1–3**

Students may be promoted at the completion of the academic year if they demonstrate:

- Sufficient emotional and social maturity to enter the next grade and function with self-confidence.
- Satisfactory to good completion of present grade-level work including:
  - Achievement of skills measured by objective testing to be no more than 3 months below current grade level.
  - Satisfactory mastery (at least 80%) of skills when tested with curricular materials.
  - Completion of grade-level curriculum through at least 6 months (3/4 of present grade).
- Attendance record of no more than 10 days absence for the current year. (Students with more than 10 days absent can be promoted at the discretion of the principal and teacher).

If a student in grades 1–3 has been retained he/she must meet the following requirements in order to be promoted:

- The student is placed in an approved summer program. that will provide for remediation of skills in areas child needs to develop.
- Student shows a growth of at least 2 months in skill mastery as addressed by the summer program. and as evaluated by Our Lady of Peace Catholic School personnel.

Failure to meet the above conditions will result in retention or alternate placement for child.

### **Summer School and Retention, 1–3**

If a student fails one major subject at the end of the year, it is recommended that he/she attend summer school or have an approved tutor to complete the work.

If a student fails two major subjects, he/she must attend an approved summer school or have an approved tutor and pass one of those subjects to be promoted. "Passing" requires a number grade of 70 or higher.

If a student fails three major subjects, he/she must attend an approved summer school or have an approved tutor and pass two of those subjects to be promoted.

If a student fails four or more major subjects, he/she may be permitted to repeat only if there is no history of discipline problems and if it is thought that repeating the grade will be beneficial to the student. Parents who want a student to repeat a grade may only do so if there is space available and the principal approves the retention.

Acceptance of summer school credit depends on prior written approval by the principal.

Students may only repeat ONCE in grades K–3.

## Promotion Requirements for Grades 4–8

Students will be promoted if they demonstrate:

- Sufficient emotional and social maturity to enter the next grade and function with self-confidence
- Passing grades in all subjects
- Achievement of skills as measured by objective testing to be no more than 3 months below current grade-level (grades 4 – 5) or 6 months below current grade level (grades 6-8)
- Attendance record of no more than 10 days absence. (Students with more than 10 days absent can be promoted or retained at the discretion of the principal and teacher).

If a student in Grades 4 – 8 has been retained he/she must meet the following requirements in order to be promoted.

- The student must be in an approved summer program, or have an approved tutor for the area in which a passing average has not been achieved.
- The student must be in an approved program, or have an approved tutor that teaches study-skills and/or reading.
- The student must achieve a growth of at least 2 months in skill mastery on the area of weakness addressed by the summer program, or the approved tutor and as evaluated by Our Lady of Peace Catholic School personnel.

Failure to meet the above conditions will result in retention or alternative placement for the child.

## Summer School and Retention, Grades 4–5

If a student fails one major subject at the end of the year, it is recommended that he/she attend summer school to complete the work.

If a student fails two major subjects, he/she must attend an approved summer school or have an approved tutor and pass one of those subjects to be promoted. “Passing” requires a number grade of 70 or higher.

If a student fails three major subjects, he/she must attend an approved summer school or have an approved tutor and pass two of those subjects to be promoted.

If a student fails four or more major subjects, he/she may be permitted to repeat only if there is no history of discipline problems and it is thought that repeating the grade will be beneficial to the student. A 4<sup>th</sup> to 5<sup>th</sup> grade student wanting to repeat a grade may only do so if there is space available.

Acceptance of summer school credit depends on prior written approval by the principal.

## Summer School and Retention, Grades 6-8

If a student fails one major subject at the end of the year, it is recommended that he/she attend summer school to complete the work.

If a student fails two major subjects, he/she must attend an approved summer school or have an approved tutor and pass one of those subjects to be promoted. “Passing” requires a number grade of 70 or higher.

If a child fails three classes the student will not be allowed to repeat 6<sup>th</sup>– 8<sup>th</sup> grade at OLP.

## Graduation

A graduation ceremony is held for Eighth Grade at the end of the school year. 4K and Kindergarten have an end of the year program.

# THE SCHOOL DAY

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## School Schedule

The school day begins at 8:15 a.m. and ends with dismissal at 3:00 p.m. (grades 4K-8).

The school office is open from 8:30 a.m. to 3:30 p.m.

A calendar for the 2018-2019 school year is provided as an attachment to this handbook.

## Drop Off

Students are permitted to enter their homeroom at 8:00 a.m. The tardy bell rings at 8:15AM. Students who arrive before 8:00 a.m. and are unattended must enroll in the Before-care Program. provided by the school. Parents will be billed for this service.

### *Grades K4 – Grade 8*

The morning drop-off point for the main school building is the large parking lot. Drop off is not permitted unless a member of the school administration is present at the parking lot and it is after 8:00AM.

From Way of Peace, turn left into the church parking lot, then left into the large parking lot and proceed to the steps on right of parking lot. A teacher will help students exit cars. Students go up the steps and proceed to their classrooms through the breezeway. After discharging the passengers, parents should wait until a teacher signals them to drive on.

## Dismissal and Pick Up

Parents are expected to be present for dismissal at 3:00 p.m. At dismissal, students are sent to meet their carpools or taken to After-care.

Parents are asked to pull into the parking lot and park in rows facing the church parking lot (see Figure 1.) All cars must be parked before the students will be allowed to proceed to their cars. Cars will be directed to exit the parking lot by a member of the faculty or staff.

Please inform the student's teacher, in writing, of any change to the student's normal dismissal routine (e.g., being picked up by another parent or relative, being sent to After-care, being picked up instead of being sent to After-care). In an emergency, you may call the school office to make last minute dismissal arrangements. Students who have not been picked up by 3:15 p.m. will be taken to the OLP After-care program and parents will be charged the appropriate rate.

## Pick Up During Inclement Weather

On days of inclement weather students will be dismissed from Murphy Hall. The administration determines if a rainy day pick up is warranted and announces the change in dismissal.

## Emergency Closing

In the event that the school must be closed due to inclement weather or any emergency, the announcement will be made on Radio Station WBBQ, 104.3. If you have power, you may also watch WRDW News 12 and/or WJBF News 6. Parents should listen and/or watch for announcements pertaining to Our Lady of Peace Catholic School. An additional announcement will be left on the school answering machine. A Calling Post message will be sent out, if possible, as well as emails. **It is imperative that the school office ALWAYS has several valid phone numbers for each family.**

If your child will be walked in, you must park in the lower parking lot. If this is done, the students **MUST** be escorted into the school using the main entrance (through the breezeway behind Murphy Hall). K – 8<sup>th</sup> Grades will be able to be walked in through the month of August.

Please do not park in the spaces facing the playground, the spaces near the church office, facing the Church, or in the Church parking

lot. These spaces are reserved for staff, visitors, and those attending daily Mass.

## Parking During the School Day

If you will be in the school during the day, you may park in the spaces facing the playground or in the lower parking lot. If you

## Attendance

We ask parents to notify the school office before 9:00AM if a child will be absent. This allows teachers time to put together work/assignments for the student. To ensure the safety of the

park in lower parking lot and your car will be there after 1:20 p.m., you should either park in dismissal formation or move your car before 2:30 p.m.

On the first day that a student returns to school after an absence, the student must present to his/her homeroom teacher a written excuse by the parent or guardian. This note must list the dates and reason for absence. If the child is absent for three or more consecutive days, a medical excuse from a doctor should accompany the absentee note. Absentee forms are included at the end of this handbook. Extra copies are available from the school office.

Regular attendance is essential to successful performance in school. **Please see the attached 10-20-30 Attendance Policy for details concerning attendance.**

Parents are urged to take advantage of scheduled school holidays, and teacher work days and plan family vacations to minimize school absences. To maximize learning it is vital that student attendance remain high. For this reason, all family trips that will result in student absences MUST be approved by the principal at least two weeks prior to the absences. Trips deemed to have little educational value (ex: spring baseball training camps, Disney) will NOT be approved. Conditions for approval include the student having all A-B averages in classes, all school bills paid up to date, and the student absences cannot be more than 2.5 per /quarter prior to the date of the trip. Since there is a direct correlation between school attendance and school success, and because there is a South Carolina state law mandating less than ten absences per student per year, we expect parents to support us and act responsibly. Students who are absent without approval or medical excuses will receive no credit for the classes they miss – “0’s” will be given as grades for missed assignments.

Any absences beyond ten days for medical reasons will be reviewed by the school administration. Cases of truancy will be reported to the proper authorities.

Students who arrive after 8:15AM are considered tardy. The students must report to the school office and receive a tardy slip before they will be admitted to class.

Whenever a student has an excessive number of tardies, a parent-principal conference will be necessary. Students who have more than 3 tardies will not be eligible for a Perfect Attendance award. Students who arrive at school after 10AM or leave before 1PM will be marked as absent for half a day.

child, unreported absences will be verified by the school through a letter or phone call to a parent. In addition, all absences must be excused through a written note. Please do not send a child to school if he/she has vomited the night before or morning of, is running a fever or taking medication to control a fever, or has a contagious disease. Need to be symptom free for 24 hours. See School Attendance Policy 10-15-20 for details (addendum).

## Lunch

Our Lady of Peace Catholic School does not have a hot lunch program. We do outsource lunch multiple days a week with local restaurants.

### *Payment for Outsourced Lunches and Drinks*

All out-sourced lunches and additional drinks are to be paid prior to the time the order is placed.

### *Gum and Candy*

Students are not allowed to chew gum at any time on campus. Candy is not to be brought to school, even in lunches. Any teacher can confiscate candy, gum, or any other unauthorized items found with a student. These items will NOT be returned.

### *Guidelines for Student Lunches Brought from Home*

Candy and carbonated drinks are not to be sent as part of a student's lunch. **If a student forgets their lunch, their parents will not be contacted to bring a lunch. A lunch will be provided for them consisting of a Lunchable, a piece of fruit, and a non-carbonated and non-caffeinated drink. A charge of \$3.50 will be added to the families FACTS tuition payment.**

### *Water Bottles*

Students in 1<sup>st</sup>-8<sup>th</sup> grade are allowed to bring water bottles to school, especially during the warmer months. Only plain, unflavored water is allowed. The younger students have snacks with drinks in the classroom. All students have access to the water fountain at certain times each day. Middle School students, if they bring a water bottle from home it either has to be unopened (new) or empty. If the bottle is empty they will be provided the opportunity to fill their bottle during homeroom. Water bottles in the middle school are only allowed for PE, recess, and lunch. Water bottles will not be allowed in the classroom.

## STUDENT DRESS CODE AND UNIFORM REQUIREMENTS

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The dress code for students at Our Lady of Peace Catholic School is developed by the administration in conjunction with the School Advisory Council and the pastor. Interpretation and enforcement of the policy are the sole responsibility of the principal. Any issue not specifically addressed by these guidelines will be decided at the discretion of the principal and pastor. The parent's cooperation in supervising the children's dress is expected.

Students are expected to be in uniform every day, unless otherwise specified. All students are expected to be NEAT, CLEAN and PRESENTABLE in personal dress and grooming. Dress for mass days and field trip days are more formal than what is required on other school days. Mass days are Wednesday but may occasionally be changed to other days of the week (i.e., a Holy Day of Obligation during the week).

## General Uniform Requirements

*Jewelry* – No jewelry allowed except one watch for boys or girls, and post/stud earrings for girls. Girls with pierced ears may wear small posts/studs. Boys are not allowed to wear pierced earrings. Body piercing, other than ears, is not allowed for any student.

*Makeup & Nails* – Makeup, nail decals, & fake nails are not allowed. Only clear and nude colored nail polish are permitted. French Tips (white tips with clear base) are allowed as long as the length is not excessive.

*Hair* – Faddish haircuts or styles are not permitted. Boys' hair must be trimmed so that it is above the shirt collar and out of their eyes. Extreme hair color is not permitted.

*Belts* – Plain black or brown leather belts must be worn with uniform slacks or shorts in Grades 1 to 8. Kindergarten students are encouraged but not required to wear a belt. Belt buckles should be solid and no wider than ½ inch plus the width of the belt. No monograms on belts are allowed.

*Shoes* (4K-5<sup>th</sup>) – any tennis shoes are approved (excluding shoes with skates, light ups, characters, or any shoe which may be a distraction or unsafe). Black dress shoes are encouraged on mass days.

*Shoes* (6<sup>th</sup>-8<sup>th</sup>) - any tennis shoe on non-mass days (excluding skates, light ups, character, or any shoe which may be a distraction or unsafe). Black dress shoes or all black tennis shoes for mass days (Wednesdays or Holy Days of Obligation).

*Socks* – Girls may wear white or black ankle socks, knee socks, or white or black tights with athletic or Mary Jane shoes.

Socks/tights should be solid and unadorned. Boys may wear solid black or white socks with athletic or Moc shoes. A small individual logo is allowed on the socks.

*Jacket*–School sports jacket with logo, school fleece jacket, or school sweater/sweater vest is the only approved outer wear.

*Logo Requirements*–The approved logo is required on sweaters, fleece jackets, and blazer. These items may be purchased from Schoolbelles.

## Boys' Uniform

### Mass Day and Field Trip Uniform (5K-8)

*Shirts* –White button-down collar oxford short. Solid white T-shirt may be worn under the oxford shirt. Shirts tuck in at all times.

*Pants/Shorts* – Khaki, flat front, walking shorts or pants.

Pants/shorts are worn at waistline. Students in 5K may wear pants/shorts with an elastic waistband. **Middle School boys must wear pants.**

*Sweaters/Jacket* – School outerwear which has the school emblem. Uniform shirt must be worn under the outerwear.

*Tie* – School uniform tie. Clip ties for 5K-5<sup>th</sup> grade. Regular neckties for 6-8<sup>th</sup>. Ties are available at Schoolbelles. Tie not required for 4K.

### Non-Mass Day (5K-8)

*Shirts* - White or blue polo shirts. Tucked in at all times inside the building.

*Pants/Shorts* - khaki pants or shorts worn at the waist.

*Outerwear* - school authorized outerwear sold from the preferred vendor (Schoolbelles)

## Girls' Uniform

### Mass Day and Field Trip Uniform (Grades 5K-4)

*Shirts* – White Peter Pan collar blouse.

*Jumper* – School plaid jumper. Jumpers are worn **at or below the knee.**

*Sweaters/Jacket* – School outerwear which has the school emblem. Uniform shirt must be worn under the outerwear.

## Girls' Uniform

### Mass Day and Field Trip Uniform (Grades 5-8)

*Shirts* –White oxford button-down or straight collared blouse.

Solid white t-shirt, undershirt/camisole must be worn under uniform blouse.

*Tie* – School plaid cross tie.

*Kilt/Skirt* –School Plaid skirt from approved supplier (Schoolbelles). Skirts/kilts worn **at or below the knee.**

*Sweaters/Jacket* – School outerwear which has the school emblem. Uniform shirt must be worn under the outerwear.

### Non-Mass Day (5K-8)

*Shirts* - White or blue polo shirts. Tucked in at all times inside the building.

*Pants/Shorts/Skorts* - khaki pants, shorts, or skorts worn at the waist.

*Outerwear* - school authorized outerwear sold from the preferred vendor (Schoolbelles)

## Tagging Clothes/Lost and Found

**All clothes should be labeled with your child's name.** If lost articles are found, they should be turned into the office. They will be returned to the proper owner if labeled correctly. Otherwise, at the end of the quarter, they will be placed in the uniform closet or given to the needy.

## Dress Code for "Out of Uniform" Days

Occasionally, the administration approves days when students may come out of uniform. On these "Out of Uniform" days, students must dress in a manner keeping with a Catholic school. Cutoffs, short/tank tops, and/or shirts with inappropriate messages will not be allowed. No bare shoulders. Slacks/shorts should be of a similar style and length as uniform slacks/shorts. No clothes

should be too tight or revealing. Only acceptable uniform sneakers/shoes may be worn on "Out of Uniform" days. Out of Uniform will take place the 1st school Friday of each month beginning in September. Attending PTO meetings will also allow students to come out of uniform the following Friday beginning in September.

## Dress Code Violations

See Discipline Code.

## Approved Uniform Suppliers

Schoolbelles (link on school website)

## Uniform Swap

Hand-me-down uniforms can be purchased from the school office at a reduced cost. If you have uniform clothes you no longer need, please donate them to the office.

## DISCIPLINE

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Discipline is as fundamental to Catholic Education as it is fundamental in Catholic life. Worthwhile discipline is promoted by motives from within. Discipline is not regimentation; neither does it imply a detailed surveillance of every action of the child. Punishment must be such that it is constructive and in accord with Christian charity and reconciliation. Corporal punishment is absolutely forbidden in the Diocese.

In accordance with Diocesan policy, we at Our Lady of Peace believe that the most productive discipline is that which comes from within an individual. We therefore make every effort to nurture individual responsibility and self-worth. Mutual respect and courtesy are expected of all students at all times. We aim to create a safe, supportive and positive atmosphere in which all can learn, work, play, and pray in peace. This includes a bully and drug-free environment. Any action which reflects a lack of self-respect or concern for the person or property of another is forbidden.

## Fostering Discipline and Discipleship

The National Catholic Education Association supports the philosophy of discipline within Catholic education to enable students to move from externally imposed discipline to self-discipline to discipleship. Children first must learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

## Assertive Discipline Program.

A program of assertive discipline is developed for each grade level. Specific expectations of courtesy and appropriate classroom

behavior are clearly communicated to students and parents. Every effort is made to reward and reinforce proper behavior while minimizing the disruptive effects of improper or inappropriate behavior. Parents are notified of continued problems or behavior patterns and are expected to support teachers and administration in resolving difficulties.

The Our Lady of Peace Catholic School Discipline Policy is intended to provide the structure for students to learn responsibility for their behavior and actions. The exact extent of the discipline action will be based upon specific student's actions and circumstances of his/her behavior. The pastor and principal reserve the right to interpret and amend this policy at their discretion.

## MEDICAL AND HEALTH INFORMATION

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Please understand that our office personnel are not qualified health professionals but do have some basic training in first aid and CPR. In case of illness or injury, first aid will be provided and parents notified. It is expected that parents will follow up with their own doctor if necessary.

- Please do NOT send a child to school if he/she has vomited the night before or morning of, is running a fever or taking medication to control a fever, or has a contagious disease. Must be symptom free for 24 hours.
- NO medications will be given to children at school unless the *Diocese of Charleston Catholic School System Medication Permission Form\** is completed and strictly adhered to. (\*A copy of this form is located at the back of this handbook. If you need more, they can be obtained from the school office.)
- Any action taken with a child will be recorded.
- Parents should ensure that all allergies or other health conditions of their child/ren are listed on the back of the Emergency card and communicated to the teacher before school begins.

In cases when a student is deemed too ill to stay in school, school personnel will notify the parents to pick up the child immediately. A student is not allowed to call and request that the parent comes get him/her without permission from the school office.

## Medical Release

The school cannot be held liable for care given to a child. We provide care in good faith in the place of a parent and not that given by a trained health professional. For this reason, we ask you to sign the medical authorization/release form attached to this handbook. A medical release form must be on file for all children enrolled at Our Lady of Peace Catholic School.

An additional medical release must be completed for students participating in the OLP athletic program. This form will be provided by the team, coach or the OLP athletic director.

## Medication Policy

All medication should be given outside of school hours if possible. Only necessary medication (such as for epileptics, asthmatics, diabetics, or ADD/ADHD) may be given at school.

Medication can be given at school only under the following conditions:

- Medication is needed for the student to remain in school. A completed Medication Permit Form (see Attachments) must be on file in the school office. The form must be signed by the physician.
- All medicine, including “over the counter” medicine, must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label or written orders from the medical professional.

A parent must bring all medications to the school office and pick up all medications from the office. **It is against Diocesan regulations and it is extremely unsafe for medications to be sent with children to or from school.**

## Emergency Cards

Emergency cards for each student are to be filled out at the beginning of each school year. Parents should notify the office promptly of any change of address, telephone number, place of employment, or change in emergency numbers. Adults authorized to assume responsibility for each child must be noted on the Emergency Card. In addition, whenever a child’s method of transportation changes, please notify the child’s teacher. It is imperative that parents update emergency numbers when necessary. At least three numbers should be listed.

## Absences Due to Illness

If the child is absent for three or more consecutive days, a medical excuse from a doctor should accompany the absentee note. Parents should send an excuse to school explaining all student absences and dates when the student returns to school.

## Early Dismissal for Medical Appointments

Medical and other appointments should be made during non-school hours. However, when appointments must be made during school hours, a written note must be brought to the classroom teacher at least one day in advance of the appointment to minimize the disruption to the class and the teacher. In the case of an emergency when it is impossible to send a note, the parents must speak to the principal. In all cases, the authorized adult must report to the school office at the time of the early dismissal, to obtain a dismissal pass and to sign the early dismissal book. The students should bring a doctor/dentist excuse the day after the appointment for the absence to be excused. If the excuse is not returned the next day, the absence will be marked as “unexcused.”

## HIV/AIDS Policy

Students and/or employees will not be denied admission/employment nor be expelled/terminated solely on the basis of HIV infection. The Universal Blood and Body Fluid Precautions will be consistently used on campus.

## Student Pregnancy Policy

If a student becomes pregnant during the school year or is pregnant when she applies for acceptance, the school administrator will meet with the student and parents or guardians to make a decision that will encompass the spiritual, emotional, physical, and academic welfare of the student and incorporate counsel from the pastor and physician.

## STUDENT ACTIVITIES

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### Interscholastic Activities

Certain activities are held on a competitive basis with other schools in the area. These may include but not limited to: Area Spelling Bees, the DAR Essay Contest, Future Cities, Math Meet, Math Olympiad, the Talent Identification Program of Duke University, the President’s Physical Fitness Program, the President’s Academic Fitness Program, and various local art and writing contests.

### Athletic Program

The purpose of the Our Lady of Peace athletic program is to provide opportunities for the student athlete to experience the value of teamwork, the importance of preparation, attitude and effort and the spirit of competition. OLP is a member of the CSRA Middle School Athletic League and SCISA. Students are also encouraged to participate in the programs offered by the North Augusta Recreation Department.

Students wishing to represent Our Lady of Peace Catholic School by participating on school athletic teams **MUST** maintain a level of academic proficiency to be eligible to compete. The following criteria have been established to emphasize the overwhelming importance of the STUDENT as a student athlete.

### *Academic Eligibility for Student Athletes*

- The student athlete must maintain at least a “C” (greater than 73) average across all graded subjects on interim reports and the end-of-period report card.
- A student will be immediately suspended from all school athletic practices and games if he/she receives less than a 60 in one subject on either an interim report or an end-of-period report card.
- All student athlete suspensions from the team will be reviewed at the next marking period. If he/she has improved grades to a level in accordance with the criteria above, then he/she will be eligible for reinstatement to the team.
- Multiple infractions of the above criteria could result in the ineligibility of the student athlete for any awards/certificates

presented at the sports banquet, at the discretion of the principal.

- Students who are suspended from school are ineligible to participate in school sports.
- Exceptions based on an individual student's needs will be evaluated on a case-by-case basis by the parents, coaches, and administration.

The above guidelines are the minimum for a student to participate. As with any school policies, modifications are at the discretion of the principal. Parents are responsible for determining their child's eligibility within these guidelines.

Each year the school may sponsor golf, cross country, basketball, cheerleading, soccer, volleyball and track teams. Students in grades 5-8 who meet the academic requirements are eligible to participate on these school teams. The teams fielded (junior varsity, varsity, co-ed, girls, or boys) will depend on the number of students participating.

### **Athletic Probation**

See Athletic Probation Addendum.

### **Athletic Booster Club**

The Our Lady of Peace Booster Club and athletic dues paid by student athlete provide the resources to completely support the OLP athletic programs.

### **Catholic Schools Week**

Each year, the Diocese of Charleston celebrates the benefits of Catholic education by declaring a Catholic Schools Week. Historically, this week is the last week in January.

During Catholic Schools Week, special activities are planned to emphasize various aspects of Catholic education. The types of activities planned vary from year to year. Open houses are included to allow parents and other visitors to see the benefits of Catholic education first hand.

### **Student Performances**

Students will perform at various school functions and seasonal programs throughout the school year. Notices of the performances will be included in the newsletter.

### **Social Activities**

Social activities, appropriate to the various age groups (dances, parties, etc.) may be planned during the course of the school year. These activities will carry the sponsorship of the school only when the announcement for it comes from the school authorities and has their endorsement (as witnessed by administrative signature or initials on the announcement).

## **SCHOOL SERVICES**

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### **Speech, Occupational, and Physical Therapy**

Speech services and hearing screenings are available from both Aiken and Edgefield Counties. Screenings and services are provided at a school determined by the servicing county.

### **Before/Aftercare Program.**

Our Lady of Peace Catholic School offers morning and afternoon care for OLP students. Parents may bring children as early as 6:30AM and pick them up as late as 6:00PM. Information and registration materials are available at the school office. Call the school office at 279-8396 for more information and costs.

### **Title I Reading Specialist**

Mrs. Jean McDougald is our Title I Reading Specialist who will provide qualifying students with 1 on 1 pull-out reading assistance.

## **PARENT TEACHER ORGANIZATION (PTO) AND PARENT ACTIVITIES**

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Because of the family oriented nature of Our Lady of Peace Catholic School, we encourage and welcome the active participation of all parents. Meetings will typically be held monthly on the 3rd Wednesday from 6-7PM in Murphy Hall.

### **Parent Teacher Organization**

Involvement of the parents is essential to the growth of the school. The Parent Teacher Organization is the heart of this involvement. The main purpose of the organization is to promote an understanding of the mutual educational responsibilities of parents and teachers. This is done by encouraging cooperation between parents and teachers to:

- improve the community conditions
- find better solutions for common problems
- provide adequate protection and education for the children
- organize the varied talents of the members and our community to accomplish our goals.

PTO also sponsors various activities and fundraisers. They also provide each homeroom with a parent to coordinate various functions.

PTO meetings are held monthly throughout the school year.

Parents are encouraged to be active PTO members by:

- attending ALL meetings
- participating in school activities and fundraisers

### **Family Stewardship Program.**

The school administration recognizes the value of parental involvement in our school. The Family Stewardship Program was instituted to improve the benefits that our school children receive

from the volunteer efforts of each family, as well as to help distribute the volunteer workload more equitably. The Family Stewardship Program allows families to fulfill their stewardship commitment through volunteering, making a monetary donation, or a combination of the two. We want **EVERY** school family to experience the grace and joy that comes through service.

Family Stewardship information packets are included in every registration and re-registration packet. They are also available in the school office along with extra Service Hours Record Forms.

Working together, we can demonstrate to our children the grace received from God for our stewardship and instill in them the desire to serve others.

## **MISCELLANEOUS**

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### **Birthday Parties and Gifts**

With permission from the teacher, students who wish to share a birthday treat with classmates may bring a cake, cupcakes, or cookies to share with the entire class at lunch time.

Class birthday parties are not permitted. No more than two guests may be present for the dispensing of the treat. Outside entertainment is NOT appropriate for celebration of birthdays at school and will not be permitted.

In lieu of parties or gifts, another option is to donate a book in the child's name to the school library. A bookplate with the child's name will be placed in the book.

Students are not allowed to exchange gifts or to extend personal party invitations (written or verbal) on school grounds except for parties to which all class members are invited (or all girls or all boys).

### **Buckley Amendment**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the 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 that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a parent wishes to review his/her child's official records, the school asks that 24 hours notice be given and that the request be in writing.

### **Communication between the School and Parents**

It is the desire of the faculty and staff of Our Lady of Peace Catholic School to maintain open-ended communication with the parents. Each student will be given an OLP School Calendar, noting all vacation periods, special events, marking periods, and report card distributions. We ask you to keep this calendar for reference during the year.

Every month, the parents will receive an electronic newsletter for the home. At times the principal, teacher, school organization, or room parent may send a letter home via the students. We will try our very best to have all these come home on Wednesday. All letters must be approved by the principal. We also send Calling Post messages over the phone to remind you of important events or changes in regular activities. We use email and Remind to communicate with most families, so please submit your correct information. School information will also be posted on the school's web site and on the front hall bulletin Council in the main school building.

Teachers in grades K through 8 will send graded student work home every Wednesday.

Whenever a parent wishes to discuss any matter with a teacher or the principal, contact can be made by phone, email, or in writing. Phone calls are best for a more immediate response. Teachers or the principal will call to arrange an appointment. Appointments may be arranged before or after school or during a teacher's planning period, depending upon the teacher's schedule. The teacher is the primary contact for the parent, then the principal, then the pastor or headmaster.

### **School Supplies**

Textbooks are supplied to students for their use during the school year. Books are rented and must be returned prior to the last day of school. Students are required to cover their books and keep them covered throughout the year to protect them from damage. If a Book Sox is used on middle school books, it must be jumbo size as the smaller ones damage the book spines. A fine will be charged to students for abused, damaged, or lost books. Lost or stolen books should be reported immediately. The student must pay for a lost text before a teacher can issue a new text. All fines are paid to the office. If a book is found later, there will be a \$5.00 charge to process the refund.

It is the responsibility of the parents to see that students are prepared daily with needed paper, pencils, pens, and other supplies. Complete supply lists are available in the school office. In addition, supplemental supplies may be needed for special projects throughout the year. Parents will be notified by the teacher if additional supplies are required.

### **Statement of Compliance with Federal Asbestos Regulations**

Our Lady of Peace Catholic School is in compliance with federal asbestos regulations. All information is on file in the principal's office.

### **Telephone Use**

The telephone in the school office is for the use of the school. Students are not permitted to use this telephone except in cases of emergency and with permission. Students may not call home for

forgotten homework, books, or uniform attire. Parents may call the school and request that a message be delivered to a student in case of an emergency.

Cell phones and other electronic devices are not allowed for student use unless noted in the teacher's lesson plans.

### **Visitors and Volunteers**

All visitors and volunteers are required to check in with the school office upon arrival and receive a pass allowing them access to the school. No visitor or volunteer is to go directly to the classroom. Visitors and volunteers must return the visitor pass to the office when leaving.

### **Statement of Non-Discrimination**

Our Lady of Peace Catholic School admits students of any race, color, national or ethnic origin, disability, or religious affiliation to

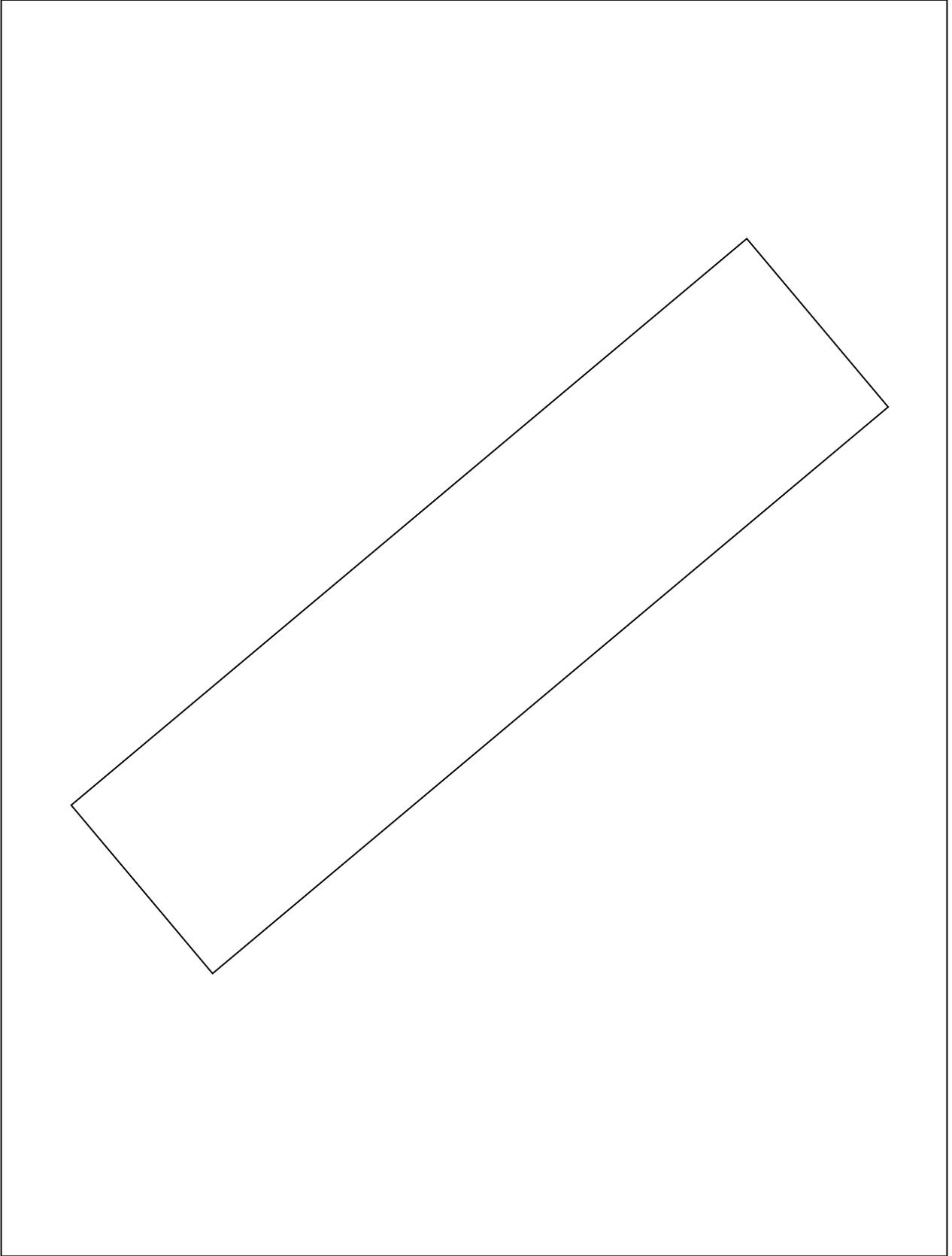
all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, religion, national or ethnic origin, or sexual orientation in the administration of its educational policies, admission policies, financial aid programs, or athletic and other school programs.

### **Safe Environment**

In our ongoing effort to provide a safe environment for our children, please be advised that any parent/guardian known to a diocesan or parish school and who is a parent/guardian of a child who is enrolled at our school and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

## Attachments

**TELECOMMUNICATIONS USE AGREEMENT**



**Telecommunications Use Agreement**

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer/technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending Our Lady of Peace Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and thumb drives that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or external drives from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser unless the web address/URL is provided by the supervising teacher.

As a user of a network, I will not use bulletin boards, social media, nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their child/ren may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**Technology Concerns**

**Blogs:** Engagement in online blogs with students such as, but not limited to, MySpace®, Xanga®, Friendster®, Facebook®, Instagram®, Vining®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students, parents, or the parish.

**Texting:** Teacher’s personal cell phone numbers are at times provided to parents. Students, if they discover an OLP faculty member’s cell phone number should not attempt to call or text the teacher. Parents, these numbers are private and should be kept confidential.

I have read the Telecommunications Use Agreement and agree to follow the policies and procedures as stated. By signing the Parent Acceptance Agreement I have acknowledged and will uphold the Telecommunications Use Policy within this handbook.

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

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



**CODE OF CONDUCT POLICY**

2019-2020

GRADES 4K – 5

Students in grades 4K-K will abide by classroom and playground rules set by teachers in this grade grouping. The specific, individual classroom rules and consequences will be determined by the teacher and communicated to parents and students. Teachers work closely with parents, taking into consideration developmental and maturity levels of the students they teach to enforce classroom rules appropriately. For students who consistently incur the more serious infractions (excessive physical contact, blatant disrespect, etc), a “Plan of Action” will be developed by the teacher, parents and administration. If a student’s behavior at anytime requires the teacher to expel the student from their classroom as a result of a serious infraction (excessive physical contact, blatant disrespect, etc), then the parent will be contacted and the student will be picked up immediately.

#### GRADES 6 – 8

Students in grades 6 – 8 will abide by classroom and playground rules set by teachers in this grade grouping. The specific, individual classroom rules and consequences will be determined by the teacher and communicated to parents and students. Classroom teachers are encouraged to handle all disciplinary infractions at a classroom level utilizing the various disciplinary tools they have at their disposal: timeouts, loss of recess, silent lunch, a written assignment, call home, parent-teacher conferences, etc.

The following rules are common to Grades 6 – 8 and will result in a discipline notice are including but not exclusive to the infractions below:

- 5 Unexcused Tardies in 1 Quarter (to school or classes) = 1 After School Detention (30 Minutes) Each additional two tardies will result in a 30-minute detention. If 30-minute detention is missed, student will be given a 1-hour detention.
- Excessive talking
- Food, drink, gum, or candy in class without permission
- Leaving the classroom without permission
- Any behavior deemed inappropriate by the administration

*First infraction:* will result classroom level disciplinary actions.

*Second Infraction:* will result in classroom level disciplinary actions along with the parent being notified by phone call, e-mail, or personal contact from home room teacher.

*Third Infraction:* student serves 1-hour detention after school on assigned day. For each subsequent infraction, another 1-hour detention will be issued. A student who fails to attend a scheduled detention or disciplinary session will be given two 1-hour detentions. If these are missed, student will receive a 1-day suspension.

- First pink slip – If the infraction detrimentally affected other students (fighting, bullying, cheating, etc.) then the student will be picked up immediately from the school campus upon issuance of the pink slip with a conference to be scheduled and suspended 1 additional day.
- Second pink slip – The student will be picked up immediately from the school campus upon issuance of the pink slip and a conference will be scheduled the following school day. Student, parent, teacher(s), Vice Principal, Principal, and Pastor/Headmaster will meet and a “Plan of Action” will be decided upon and signed by all present. Student will remain suspended until parent attends conference.
- Third pink slip – Expulsion

Pink slips, suspension/ expulsion, and conferences as described above will be used to address the following inappropriate behaviors this is to include but not limited to the following:

- Bringing dangerous objects (per administrator discretion) to school
- Fighting
- Leaving school without permission
- Abusive language/disrespect to teacher, school personnel, other students
- Stealing
- Lying, forging, cheating (including copying homework and plagiarism)
- Vandalism of school property or the property of others

Automatic expulsion will be used to enforce the following rules to include but not limited to the following:

- Possession, use, or distribution of illegal drugs/alcohol
- Possession of a weapon
- Striking a teacher or school personnel
- Pattern of negative behavior which continually disrupts the educational process
- Breach of a disciplinary behavior contract

#### SILENT LUNCH

Student will sit alone at assigned table during lunch and recess and complete assigned work or homework. The entire lunch period will be spent in detention.

#### DETENTION

After school detention will be held one day a week (the day will be listed on the detention slip) for the duration of 30 minutes to 1 hour, depending on the infraction. The result of not returning the signed detention slip prior to the scheduled disciplinary session is the addition of another detention and the notification of the student's parents. Five detention notices, in 1 semester, will result in the issuance of a pink slip. Each additional detention will result in an automatic pink slip. Grades 1 – 5 will only serve 30-minute detentions regardless of the infraction.

#### SUSPENSION

If a student is required to be suspended (pick-up from school as a result of discipline problems) they are not allowed on school campus or participate in any school supported activities, functions, or events until their suspension terms are completed.

#### SUSPENSION MAKE-UP WORK POLICY

Any student who misses class time as a result of discipline problems will be responsible for the MATERIAL covered in their absence.

All WORK missed while serving a suspension will be given a "0" as a result of the unexcused absence and will not be able to be made up at a later date.

The material covered will be communicated to the parents either via email or telephone. All textbooks and required materials will be taken home the day that the student is required to exit the campus. Students will not be allowed back on campus until their suspension terms have been completely served.

#### IN-SCHOOL SUSPENSION

If In-School Suspension (ISS) is warranted, it will take place on a date determined by the school administration per individual situation. It will take place on Wednesday in Murphy Hall. The student serving ISS will report directly to the School Office upon arrival. The student will be picked up by the supervising faculty member at 8:20am and relocated to Murphy Hall where the student will serve their ISS for the remainder of the day.

#### DRESS CODE VIOLATIONS (4K – 5th Grade)

Dress Code → see student/parent handbook.

If a student arrives at school or during the school day and is noticed as out of dress code the teacher will attempt to remedy the situation with materials at their disposal (uniform closet loan for the day, tuck the shirt in, etc.). If the problem cannot be remedied by the teacher then the parent will be contacted that school day either in-person at pick-up or via telephone or email.

If the student repeatedly arrives at school out of dress code the teacher will inform the Principal and the parents/guardians will be contacted.

#### DRESS CODE VIOLATIONS (6<sup>TH</sup> – 8<sup>TH</sup> Grade)

Dress Code → see student/parent handbook.

3 Dress Code Violations (1 Quarter) = 1 Detention (30 Minutes) Each additional 3 violations = 1-hour detention

Repeated Infractions will result in the teacher contacting the parent, and eventually the Principal contacting the parent if the student continues their non-compliance of the Dress Code Policy (ex: wearing a non-approved jacket/sweater/sweatshirt during class, colored fingernail polish, non-religious necklaces and bracelets, etc.).

If a student arrives at school with a blatant dress code violation they will receive a 30-minute detention and the student's parents will be contacted and the student will be sent home. Blatant Dress Code Violations will be at the discretion of the school staff and Principal. Some examples of Blatant Dress Code Violations include but are not limited to:

- Undershirts with visible writing/logos (alcohol, tobacco, drugs, intimate innuendos, etc.)
- Extremely low cut tops worn on Out of Uniform Days
- Extremely high cut bottoms worn on Out of Uniform Days
- Flip Flops/open toed shoes
- Tank tops
- Halter Tops

### BULLYING BEHAVIOR POLICY

As a Catholic Community, we believe in the uniqueness, dignity and potential of every student. We believe that this requires mutual respect for all persons who are a part of the school. Consequently, we present the following policy.

The OLP School Advisory Council believes the following:

- Bullying is a serious issue that has damaging effects on our school and society.
- Bullying is NOT an acceptable behavior for members of our school community to treat one another.
- The OLP Catholic community must recognize that bullying behaviors have different forms.
- Bullying is UNACCEPTABLE in society, and particularly, in our Catholic community.
- Bullying is a behavior and that behaviors can change.
- There is a tremendous leadership potential of our students and an ability to make a difference in addressing bullying here at OLP Catholic School.
- For this policy, bullying is defined as a negative pattern of behavior exhibited by an individual or group of individuals toward a peer.

The following policy has been instituted at Our Lady of Peace School.

1. Zero tolerance on all bullying behavior taking place on the part of any student of OLP school. This includes but is not limited to the following forms of bullying: Verbal, Cyber, Written, and Physical.
2. All allegations of bullying will be investigated by the principal and/or staff.
3. All reports of bullying will remain anonymous so as to ensure that all students are willing to come forward to report incidents to OLP staff.
4. If an allegation is proven to be true, the principal will take action as follows:
  - First Instance: Parent Conference.
  - Second Instance: 1 week out-of-school suspension\* of student.
  - Third Instance: Student will be expelled from OLP School.

\*During all school suspensions, students will receive a "0" for all missed work, projects or tests/quizzes. They are responsible, however, for all missed material while on suspension.

5. The principal will immediately notify the parents once the student is suspended or expelled.
6. This policy provides opportunities for the principal to exercise fairness, common sense, discretion and alternatives for inappropriate behavior.

# CODE OF CONDUCT POLICY

2019-2020

\*MAINTAIN THE CODE OF CONDUCT FOR YOUR RECORDS AND PLEASE SIGN AND RETURN THIS PAGE ONLY

\*\*\*\*\*

**The Our Lady of Peace School Discipline Policy is intended to provide the structure for students to learn responsibility for their behavior and actions. The exact extent of the discipline action will be based upon specific students' actions and circumstances of their behavior. The Pastor and Principal reserve the right to interpret and amend this policy at their discretion.**

\*\*\*\*\*

I have read and discussed the Code of Conduct policy with my child(ren).

_____	_____	_____
Print Parent Name	Parent Signature	Date

(Grades 1<sup>st</sup> – 8<sup>th</sup>) I have read and discussed the Code of Conduct policy with my parents/guardians.

_____	_____	_____
Print Student Name	Student Signature	Grade
_____	_____	_____
Print Student Name	Student Signature	Grade
_____	_____	_____
Print Student Name	Student Signature	Grade
_____	_____	_____
Print Student Name	Student Signature	Grade

PARENT COPY; DO NOT RETURN THIS DOCUMENT TO SCHOOL

## Attendance Policy

10 – 15 – 20

10 Absences (unexcused)

- The student will be retained

10 Absences (unexcused & excused)

- The student will be retained at the administrator's discretion

15 Absences (unexcused & excused)

- The student will be retained barring any administrator approved extenuating circumstance(s).

20 Absences (unexcused & excused)

- The student will be administratively withdrawn from the school and the proper authorities will be notified regarding truancy. The student will not be allowed to apply for readmission to OLP for one full academic year.

### **½ Day Absences**

½ Day Absences (arrive >10am or depart <1pm) are recorded and will count towards total student absences. Two ½ day absences are equivalent to one day of school missed.

### **Tardy's, Late Arrivals, & Early Departures**

Tardy's (8:15am – 8:30am), Late Arrivals (8:30am – 10am), & Early Departures (1pm – 3pm) are recorded & will be included in the accumulation of days missed if they become habitual. Seven hours of school missed is equal to one day absent. Late arrivals and early dismissals will round up to the nearest quarter hour for tracking purposes.

## Athletic Academic Probation

At the time of progress reports, a student who is failing one or more classes with a 60 or below, or has a cumulative average below 73 will be placed on probation. A student on probation may participate in 1 sport as long as they have an academic plan in place and as long as they are following the academic plan. Academic plans include the following:

1. Attending tutoring for all subjects the student is failing
2. Making consistent progress in class -- turning in all assignments and homework, passing quizzes and tests, and having good behavior/participation grades during class time
3. Any other accountability actions the student's teacher(s) and or principal feel necessary.

A student will remain on probation until the next report card period. At that time, if the student's grades meet eligibility requirements, they shall be removed from probation. If the grades don't meet eligibility requirements, the student will be disqualified from all sports until the next marking period. At that time, the student's grades will be reevaluated for eligibility.