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**Parent/Student Handbook  
2022-2023**

**Grades K-8**

Father Joah Ellis, Pastor

Paul Berry, Principal

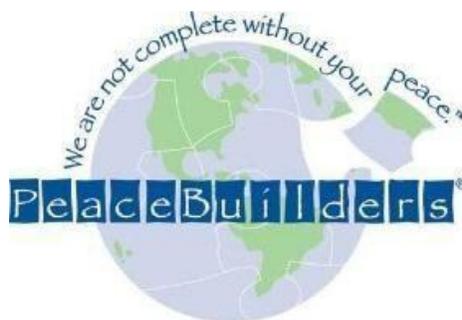
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# Mission and Vision

## Our Mission Statement

Our Lady of Peace Catholic School is a caring, collaborative community educating students to be critical thinkers and thoughtful leaders. We nurture the whole child, preschool through eighth grade, with challenging, forward-thinking curriculum, preparing students to respond to Christ's call to build peace at home, in school, in the community, and in the world.

Our School Philosophy Statement We Believe our School ...

- is committed to our students' academic excellence, to provide a foundation for their life-long learning and to prepare them to meet the rigors of the broader world.
- embraces Christ and His teachings as our foundation whereby we continue His mission of love and service to others.
- succeeds through open dialogue and active collaboration among parents, teachers, and students.
- prepares our students with the knowledge and skills necessary to be successful leaders and contributors in their life's journey in the modern world.
- gathers people together and extends a spirit of hospitality, fellowship, and community building.

## Our Vision

It is the intent of Our Lady of Peace Parish that all families who wish to have their child(ren) attend Our Lady of Peace Catholic School and are committed to participating in the life of the parish, will not be prevented from doing so for financial reasons.

## Supporting Our Mission and Vision

In order to maintain tuition that is affordable to our families, we seek creative ways to fund Our Lady of Peace Catholic School including marketing to increase enrollment, paying down debt, growing our Support-a-Student program, and connecting with alumni and other sources.

Tuition pays only a portion of the amount needed to educate a child at Our Lady of Peace School. The actual cost of educating an Our Lady of Peace School student is over \$10,000. We encourage families who are able to consider a donation closer to the actual cost.

Stewardship gifts support, in part, education grants for our families who are unable to pay the full cost of tuition, while also funding the improvements of our parish and school facilities.

## Mutual Respect

Consistent with our Mission Statement and philosophy, we expect its members to act respectfully and responsibly with others. In any form of collaboration, disagreement and concern may happen. Good communication becomes essential in resolving issues. Productive communication involving disagreement or concern should not occur with the children present. Mutual respect will benefit everyone.

The following guidelines are to be used to guide communications between parents/guardians and school staff.

Please assist us by:

- Reinforcing school policy and authority.
- Talking and acting respectfully toward staff members.
- Demonstrating positive support for the staff in front of children.
- Contacting the staff member directly involved in the concern.
- Setting appointments with the staff members for meetings.
- Coming to the meetings with an open mind.
- Asking for all sides of the story before making conclusions.
- Developing relationships with your children's teachers.
- Being active members of the community by attending school events, volunteering, and/or joining a committee.
- Parents can expect mutual respect when communicating with school staff.
- Staff will reinforce school policy and authority.
- Staff will talk and act respectfully toward parents/guardians.
- Staff will contact parents/guardians directly involved in the concern and will not discuss school issues with parents/guardians not directly involved.
- Staff will demonstrate positive support for students and will not allow disagreement between staff and parent in front of students.
- Staff will maintain professionalism and confidentiality with issues concerning students.
- Staff will allow for scheduled meetings and will make an effort to respond to parent requests for communication as quickly as possible.
- Staff will listen to all sides of a story to help students and parents deal with difficult situations.

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## **Academics**

### **School Accreditation**

The Minnesota Non-Public School Accrediting Association (MNSAA) accredits Our Lady of Peace every seven years. Annual reports are submitted to this agency in order to meet accreditation standards.

### **Curriculum**

Our curriculum is focused on meeting and exceeding the Minnesota academic standards set by the Department of Education. Our teachers find innovative and creative ways to teach to those standards while making each day exciting and building a love of learning in each child.

### **Religion**

Our Lady of Peace Catholic School recognizes that our growth as Christians requires lifelong education, formation, and spiritual development. All students, Catholic and non-Catholic participate in the following:

- Religion classes
- Worship
- Prayer
- Service Projects

## Religious Education

Our Lady of Peace Catholic School recognizes that our growth as Christians requires lifelong education, formation, and spiritual development. All students, Catholic and non-Catholic participate in the following:

- Religion classes
- Worship
- Prayer
- Service Projects

## Sacraments

The preparations for sacraments are family centered with parent/child sessions planned to enrich your family's experience. Our Lady of Peace Catholic School supports the sacramental preparation program of the Parish. Preparation for Reconciliation and First Communion occurs in 2<sup>nd</sup> grade and Confirmation occurs in 8<sup>th</sup> grade.

## Language Arts

Our Lady of Peace Catholic School believes the study of Language Arts teaches students how to effectively communicate and how to use related knowledge and contexts to synthesize information into meaningful messages. In order to be truly effective in teaching and in our ability to move students along in their literacy development, classroom assessment and instruction must be closely related. Our Lady of Peace is a believe and Read Certified School and partners with Groves Learning Organization to meet the literacy needs of our students in grades K-3 with a scientific approach to reading. To strengthen students' writing skills, Our Lady of Peace adopted the 6+1 Traits of Writing as the formative writing structure for students in grades Kindergarten through 8. The 2010 Minnesota K-12 Academic Standards in English Language Arts, which use the Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects, have been adopted for standards alignment with the Language Arts curriculum.

## Math

Our Lady of Peace Catholic School believes in teaching all students to become mathematically proficient. The program is grounded in the belief that all students learn important mathematical concepts, skills and relationships with understanding. Through mathematics students learn the processes of problem solving, reasoning and proof, communication, connections and representation. Our Lady of Peace adopted the Minnesota K-12 Academic Standards in Mathematics and the 2010 English Language Arts Standards that include literacy in technical subjects for the alignment of the mathematics curriculum.

## Science

Our Lady of Peace Catholic School believes science is the active study of the natural world, its structures and its processes. In science students use their senses and tools to observe record and analyze data about the world. The overall goal of the science program is to have students understand phenomena, solve problems and produce new technologies for the world today. Our Lady of Peace adopted the 2009 MN Science Standards and the 2010 Minnesota K-12 Academic Standards in English Language Arts which use the Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects for alignment with the science curriculum.

## Social Studies

Our Lady of Peace Catholic School believes Social Studies is the multidisciplinary study of the humanities and the social sciences to prepare young people to become responsible, engaged citizens through disciplinary knowledge, disciplinary skills, commitment to democratic values and citizen participation. Our Lady of Peace Catholic School has adopted The Minnesota K-12 Academic Standards in Social Studies that define the knowledge and skills that students must achieve in civics and government, economics, geography and history and the Minnesota K-12 Academic Standards in English Language Arts (ELA) that define the requirements for literacy in history and social studies.

## Art

Our Lady of Peace Catholic School believes that art is a life-long process of interacting with the environment, expressing beliefs and integrating various cultures while reverencing God, persons and nature through creative expression. Fostering art develops creativity, builds self-confidence, promotes creativity, provides for aesthetic experiences and transmits cultural heritage. Art reaches students who may not be reached in other ways but also in ways that they are not being reached in other subjects. The teaching of art serves as an instrument for learning about life, for it represents the past, interprets the present and imagines the future.

## Information Literacy

The library program at Our Lady of Peace Catholic School is committed to preparing students in the development and the use of information literacy skills in order to function in a media rich world. The school library program works to enrich and support the educational objectives of the curriculum by providing print and digital resources as well as instruction in their use. Our Lady of Peace Catholic School believes knowing how to learn is the main goal of Information Literacy.

Students who are information literate as 21<sup>st</sup> century learners: inquire, think critically, gain knowledge, draw conclusions, make informed decisions, apply knowledge to new situations, create new knowledge, recognize when they need information, know how to access information, evaluate information they find and apply that information to construct new knowledge. All teachers share in the commitment of supporting students in the development of these learning skills.

Our Lady of Peace Catholic School has adopted the Information Literacy Standards based on MN Educational Media Organization (MEMO) and Technology Literacy Standards Refresh 2009.

## Music

Our Lady of Peace Catholic School music curriculum strives to foster academic, social, spiritual and emotional growth through the development of musical knowledge and skills, cooperative performance experiences and an appreciation and understanding of music in our history and culture. The music program includes: general music education, band, Mass Choir, and fall and spring concerts.

The music curriculum is aligned with the 2008 Minnesota K-12 Academic Standards in the Arts:

1. Artistic Foundations
2. Artistic Process: Create or Make
3. Artistic Process: Perform or Present
4. Artistic Process: Respond or Critique

## Physical Education

Our Lady of Peace Catholic School believes that physical education is for all students, regardless of ability or size. Every student has equal opportunities to participate in activities, acquire knowledge and develop values that promote a health enhancing level of fitness as well as lifelong wellness. All students are provided with a wide range of activities that develop skills in the areas of movement, fitness and sports. While participating in these activities, students gain an understanding of principals and strategies they can apply to movement and exercise throughout their lives. Through these intentional experiences, students expand their understanding of personal responsibility, concepts of cooperation and fair play. Our Lady of Peace uses guidelines adapted from the National Association for Sport and Physical Education to guide the physical education curriculum.

## Spanish

Our Lady of Peace Catholic School recognizes that, with the global society we in, it is key that students have the opportunity to be exposed to a new language and to different cultures. Students receive instruction in the target language, Spanish, expand vocabulary knowledge, understand new grammar concepts and make comparisons between their native language and the world language.

## Standardized Testing

Students in grades K- 8 take standardized tests to measure growth and proficiency. These tests include but are not limited to the NWEA MAP. According to the NWEA website, “NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction.” Teachers use the results of these tests to better drive instruction and understand where each student is at as an individual learner. The NWEA test is administered in the Fall, Winter, and Spring.

Students in grades K-3 also participate in AimswebPlus testing three times a year to monitor reading fluency. Students in kindergarten are assessed on letter name and letter sound fluency; students in grade 1-3 are asses on oral reading fluency (ORF). The results of these tests, along with formative assessments in the classroom, help drive literacy instruction.

Student’s test results will be sent home to parents. Standardized test results are not part of a child’s grade.

## Report Cards and Grading

- Report cards are generated each trimester for grades K-8.
- Student progress can be tracked online by going to [www.school.olpmn.org](http://www.school.olpmn.org) and clicking on the Educate by TADS link found under the Current Families Section.
- Each family will receive their own login information.

Grading System

Grades K-3	Grades 4-8	K-8 Successful Learning Behaviors
4 Exceeds Standards 3 Meets Standards 2 Partially Meets Standards 1 Below Standards	A 100-94% A- 93-90% B+89-87% B 86-84% B-83-80% C+79-77% C 76-74% C-73-70% D+69-67% D 66-64% D-63-60% F below 60%	4 Consistently 3 Frequently 2 Sometimes 1 Rarely

Academic Intervention

The goal of an academic intervention is to ensure that the student completes all work necessary in order to pass a course. The administration will call a planning meeting with teacher, advisor, the child, and the parents of the child to determine a course of action.

Retention

If retention is being considered in grades K-3, parents will be notified by the end of January. A conference will be arranged midway through the second trimester and again midway through the third trimester to discuss the child’s situation. The final recommendation, after reviewing school data, the child’s maturity level, and potential adjustments at the next grade level, will be made by the school staff in close consultation with the parent/guardian.

Retention is considered a last option, after all other educational interventions have been tried. If the school staff recommends a child in grades K-3 be retained and the parents reject that recommendation, the parents will be required to sign a waiver to that effect. If retention is recommended in consecutive years and the parents reject that recommendation in both years, the child will not be permitted to advance to the next grade level at Our Lady of Peace Catholic School.

Intermediate and Middle School Academic Policies (Grades 4-8)

In order to best achieve success within the classroom, students are expected to come prepared, ready to learn, and on time to each of their classes.

- Late Assignments: Students should expect homework each night, and homework is expected to be turned in on its due date (most often, daily work is due the next class period). Students who do not turn their homework in on time will receive the following consequences:
  - Students will receive a missing assignment sticker that needs to be signed by a parent, and students

will attend a Homework Help session after school the day of the missing assignment. The late homework and the signed missing assignment sticker need to be turned in the next school day. Additional Homework Help sessions will be issued (and missing assignment stickers) if the work is not completed and turned in the next school day.

- Homework Help will be conducted after school each day with the teacher who issued it so the student may get help to complete the assignment.
- Homework Help Passes - Each student will receive two passes during the school year. If a student forgets his/her homework, the student may turn in his/her Homework Help pass to be excused from Homework Help that night. However, students will still receive a missing assignment sticker, which needs to be signed by a parent.
- Tardy to School/Class – A student will receive an unexcused tardy if he/she is not to school on time and does not have a note of explanation from a parent *or* if the student is not seated when class begins.

## Campus Life

### Arrival and Dismissal

Students not attending Extended Day will enter the building at 7:50am. Students who enter the building before 7:50am must have permission and be supervised by a staff member. For the safety of all students, staff, and visitors to campus, please utilize the sidewalks around the building during Car Line, which runs from approximately 7:50-8am and 3-3:15pm on days school is in session.

A typical morning looks like this:

<b>Student Grade</b>	<b>Mode of Transportation</b>	<b>Door</b>
K-5	Walker/Biker <i>These students should use the sidewalk to get to the door via 55th Ave on the south side of the building</i>	7E
6-8	Walker/Biker <i>These students should use the sidewalk to get to the door via 55th Ave on the south side of the building</i>	3N
K-5	Car Line <i>These students should remain in their vehicle until called forward and asked to get out.</i>	7E
6-8	Car Line <i>These students should remain in their vehicle until called forward and asked to get out.</i>	3N

Dismissal Car Line begins at 3pm. Students should remain in their homeroom or advisory classes until their

name is called and should then exit the building through the same door they arrived.

- When picking up your child by car, enter the parking lot from the North entrance on 12th Ave. S, wait in the line and exit the parking lot from the south exit on 12th Ave S. Do NOT park in the street to pick up your child.

Students who are walking or biking should remain in their homeroom or advisory and will be dismissed at 3:07pm. Students should exit the building through the same door they arrived.

Students who are not picked up by 3:15pm will wait in the front office.

## PeaceBuilders

Our Lady of Peace Catholic School has implemented the PeaceBuilders program from PeaceBuilders, Inc. This program encourages consistent student behavior expectations by using the common language of the PeaceBuilders' themes. Teacher created, student led, monthly lessons are taught throughout the year to students of mixed age groups in grades K-8. Positive reinforcement in the form of Praise Notes and Peace Coins are used to reward exceptional behavior. This program will help our students develop the skills necessary to meet the Code of Conduct expectations.

Our Lady of Peace Catholic School students strive to:

- Praise people
- Give up put-downs
- Seek wise people
- Notice and speak up about hurts they have caused
- Right wrongs
- Help others

By following these principles students will:

- Be safe and protected
- Be respected
- Be able to learn
- Have their concerns heard
- Be treated with kindness

Our Lady of Peace Catholic School staff believes that following these principles reduces undesirable behaviors. Discipline for Preschool through Third grade students will be handled on a case by case basis by school staff and administration. Stop and Think notices may be given by teachers to help students understand how their choice(s) may affect others. Parents will sign and return notices.

## Recess

Our Lady of Peace Catholic School recognizes recess provides an opportunity for physical activity, fosters an enjoyment of movement and exercise, and aids social development. When weather permits, recess will be held outdoors. Students must dress appropriately for outdoor weather including: hats, mittens, winter coats, snow pants, etc. Students in kindergarten through eighth grade will be provided with a recess time each day.

When weather prohibits going outdoors, recess will be held in the gym. In the event the gym is occupied, recess will be held in the classrooms. Recess will be held indoors if it is raining or the temperature/wind chill factor is below

zero degrees.

Children may stay inside for the following reasons only: a note from your doctor stating a physical reason.

### Expectations for Recess

- Respect the supervisors on duty.
- Students should exhibit Christian behavior
- Play respectfully, say good things about others and use good words.
- Leave snow, rocks, sticks, and dirt on the ground.
- Food is not allowed out on the playground.
- For safety reasons, hard balls and metal or wooden bats may not be used.
- No fighting, pushing, tackling, etc. is allowed.
- Use playground equipment properly. For example, no one is to slide down the slide while standing; no one is to jump off a swing while it is in motion, no climbing on top of the slide tunnel etc.

### Extra Curricular Activities

Extracurricular is defined as programs and activities that take place outside the regular classroom and general academic programs. Our Lady of Peace Catholic School recognizes the importance of these activities as a means for developing social and leadership skills in our young people, as well as for offering opportunities to broaden interests and abilities.

Students in K-8 have the opportunity to participate in a variety of academic, social, and athletic extracurricular activities. Students who participate in extracurricular activities must keep current with their academic responsibilities and progress. Students who violate the school's discipline policies may not be allowed to participate in extracurricular activities. Attendance at school on the day of an event is required to participate in extracurricular activities.

Activities may include, but are not limited to:

- Patrols, Drama Club, Band, Quiz Bowl, Math Masters, School Play, Band (4-8)

Our Lady of Peace offers the following extracurricular athletic opportunities throughout the school year. These activities are based on both student interest and available volunteers to coach. OLP is part of the South Side Youth Organization (SSYO).

- Fall: girls volleyball, boys and girls soccer, co-ed cross country
- Winter: boys and girls basketball
- Spring: girls softball, boys baseball, co-ed track

School attendance is required for participation in any after school activity (i.e.: sports, drama club). Tuition payments must be current and prepayment is required for students to participate in extracurricular activities.

### Field Trips

Field trips are curricular activities which give students the opportunity to learn experientially away from the Our Lady of Peace school campus. Approximately one week before a scheduled field trip, parents will be provided an electronic permission which outlines the location, purpose, mode of transportation, cost to the student, and times of departure and return to the school. In order for a student to participate, parents must sign and return the form provided before the scheduled departure time.

Chaperones are often needed to accompany groups of students on field trips. All chaperones must have completed the "essential three", and verification must have been received by the parish or school office, prior to the field trip.

## Lost and Found

Our Lady of Peace Catholic School is not responsible for items lost by students, parents or guests. Lost and Found items are kept in the cabinet by door 7E unless the item is of significant value, like eyeglasses or jewelry. At times in the year unclaimed items are given to charity.

## Personal Property

Children are discouraged from bringing toys and personal items from home. OLP is not responsible for the loss or damage of these items. All clothing (indoor and outdoor) should be labeled with your child's name.

Any items causing a distraction to the learning environment will be collected by a staff member and returned to the student at the end of the day with the expectation that the item(s) will remain at home in the future.

## Bikes, Scooters, and Other Transportation

Students may choose to ride a bike, scooter, or other form of transportation to school. Bikes should be locked in the bike rack near door 7E.

A student who wishes to ride a scooter or other form of transportation to school may store it in the building if prior permission has been obtained.

OLP is not responsible for any damage or losses that may occur.

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# Attendance

## Absences

For the health and safety of all our students, any student who is ill may not attend school. Students who are experiencing fever, vomiting or diarrhea must be excluded from school and school-related activities for a period of 24 hours after symptoms have subsided. A physician or other qualified healthcare professional should treat communicable diseases and infections. The school must be notified of diagnosis before the student returns to school if a physician or other qualified healthcare professional has seen a student for an illness.

Parents are asked to report their child's absence by calling the attendance line at 612-823-8253 and choose option 2 or emailing [cbergen@olpmn.org](mailto:cbergen@olpmn.org) by 9:00 am. The office will contact parents who have not reported a student's absence.

## Excused Absences

- Illness
- Funeral
- Family emergency
- Doctor/dentist appointments

All other absences from school are considered unexcused even if the family has authorized the absence.

## Absences for Vacations, Athletic Events, or Other Pre-Arranged Reasons

Missing school because of sports or other activities is discouraged. If this is necessary the following procedure applies:

- At least two weeks before leaving, alert your child's teacher and the school office
- Make sure that your child will not be gone for important tests, standardized tests, end of year tests, end of trimester tests, etc.
- Homework missed will be given to your child/ren upon return to school
- Teacher/s and administration will determine if missed work will be allowed to be made up if the days missed are at the end of the school year

## Tardies

Tardy is defined as not present in the classroom when the bell rings at 8:00 AM. If a child arrives late, the child is tardy and must report immediately to the school office to receive a tardy slip for admittance to class. Without the slip, the child will not be allowed into class. Tardiness will be noted on the report card and placed in the student's permanent record. After a student is tardy 10 times, a notice will be sent home and a meeting will be required with the student, parents and principal.

The only excuse for tardiness is a doctor appointment, dental appointment or illness. When returning to the school, the child must bring a slip from the doctor or dentist to the school office. Office personnel will give an absentee slip to the child who will present it to the homeroom teacher for admittance to class.

## Appointments

Whenever possible, parents are encouraged to schedule their children's medical and dental appointments after school. The parent should notify the teacher and office that the child has an appointment. Students must be signed out in the office when leaving during the school day. Students will be required to make up work they have missed. Assignments will be given to the student upon return

## Truancy

Truancy is defined as an unauthorized absence from school, or leaving the school grounds without permission.

A single truancy violation will result in the following:

- The parents will be required to participate in a conference with the principal and homeroom teacher before the child will be readmitted to school.
- The child shall be placed on in-school suspension for at least the length of the truancy violation. The purpose of this suspension is to make-up lost class work.
- The child may be required to meet with the school counselor.
- The parents will need to communicate with the principal and/or homeroom teacher on the student's progress.
- A second truancy violation will result in more serious sanctions, up to and including expulsion from school.

Please note that the State of Minnesota holds the parents of repeatedly truant children liable to investigation and prosecution for child neglect.

# **Code of Conduct & Discipline**

The purpose of Our Lady of Peace Catholic School is to promote spiritual, intellectual, personal, and social growth. The strength of our community is built upon the principles of faith, trust, cooperation, and respect for the rights and property of each member.

- Respect others
- Be prompt and prepared for class
- Be in proper uniform
- Listen and follow directions
- Challenge yourself to do your best
- Display a positive attitude

## **Code of Conduct**

Our Lady of Peace has developed and maintains a Code of Conduct, which reflects Gospel values, self-discipline, and respect for others. Students are expected to use this code to guide them in choosing appropriate behavior.

1. Show respect for others
  - Treating each person fairly
  - Respecting different talents and points of view
  - Being sensitive, kind and courteous to others
  - Listening carefully to others
  - Respecting the property of others
  - Responding with respect and appropriate language to all faculty, staff, students, and guests
2. Use strengths appropriately to enrich and serve our school community
  - Taking pleasure in helping others
  - Working cooperatively with others
  - Working with others to care for our physical environment
3. Demonstrate Integrity
  - Doing what is right according to the teachings of Christ
  - Standing up to negative pressure
  - Practicing and promoting honesty
  - Working hard and persevering
  - Doing own work (No plagiarism or cheating)
  - Being able to admit to mistake
  - Fulfilling commitments
4. Develop decision-making skills
  - Thinking before acting
  - Practicing self-control
  - Realizing how decisions affect others
  - Accepting responsibility for one's choice
5. Resolve conflict peacefully
  - Learning when to confront, when to compromise, and when to give in

- Solving disagreements by talking, listening carefully, and compromising
- Avoiding physical and verbal aggression
- Working toward fair solutions to conflicts
- Communicating honestly with others

## Discipline

In partnership with CSCOE's Peace of Mind 2.0 Initiative, we are dedicated to fostering the growth of the whole child. By using Restoration and Reflection, we continue to help our students learn from mistakes, foster positive relationships with others, and understand the importance of restoring relationships as needed.

### Primary Grades (K-3): Reset and Rejoin

- Procedures:
  1. Teachers will use classroom management strategies utilizing the Peace of Mind strategies to keep students focused and on task in the classroom.
  2. If a student is still struggling after the teacher uses his/her classroom management strategies, the student should be asked to "Take some time to Reset" and move to the Reset area of the classroom.
    - a. A student may be asked to reset for actions that violate the Code of Conduct or disrupt the learning environment of the classroom.
  3. The teacher should monitor when the student is ready to return to the class. Before the student returns to class, the teacher should have a conversation with the student about the behavior and help the student recognize how to make a different choice in the future.
    - a. Parents will be notified via email if a student needs to frequently reset during the school day or during a certain class
  4. If a student cannot seem to return to the classroom after time to Reset, that student may need to move to another location.

### Intermediate Grades (4-5): Reflection and Restoration

#### Level 1 Reflection and Restoration

Used for when a student breaks the school rules but doesn't violate the Code of Conduct, (i.e., uniform violations, chewing gum, tardiness, etc.).

1. A Level 1 Reflection and Restoration (R&R) slip will be issued to the student.
2. The student will need to have the slip signed and returned the next day, with a parent signature, to the teacher who issued the R&R slip.

#### \*Level 2 Reflection and Restoration

Used for when a student violates our Code of Conduct, specifically words and actions that negatively impact the learning process or are disrespectful to classmates, teachers, and school staff (i.e., cheating, dishonesty, defiance, etc.)

1. A Reflection and Restoration session will be issued to the student.
2. The student will serve the R&R session on Wednesday during WIN time.
  - a. During this time, the student will reflection on his/her behavior, what he/she has learned from it, and what relationships may need to be repaired. This will be done with an administrator.

3. The student will need to have the slip signed and returned the next day, with a parent signature, to the teacher who issued the R&R slip.

### Middle School (6-8): Reflection and Restoration

#### Level 1 Reflection and Restoration

Used for when a student breaks the school rules but doesn't violate the Code of Conduct, (i.e., uniform violations, chewing gum, tardiness, etc.).

1. A Reflection and Restoration session will be issued to the student.
2. The student will serve the R&R session on Wednesday during WIN time.
  - a. During this time, the student will reflection on his/her behavior, what he/she has learned from it, and what relationships may need to be repaired. This will be done with an administrator.
3. The student will need to have the slip signed and returned the next day, with a parent signature, to the teacher who issued the R&R slip.

#### \*Level 2 Reflection and Restoration

Used for when a student violates our Code of Conduct, specifically words and actions that negatively impact the learning process or are disrespectful to classmates, teachers, and school staff (i.e., cheating, dishonesty, defiance, etc.)

1. A Reflection and Restoration session will be issued to the student.
2. The student will serve the R&R session on Wednesday during WIN time.
  - a. During this time, the student will reflection on his/her behavior, what he/she has learned from it, and what relationships may need to be repaired. This will be done with an administrator.
3. The student will need to have the slip signed and returned the next day, with a parent signature, to the teacher who issued the R&R slip.

\*A second Level 2 R&R session in the same trimester may result in one or more of the following:

- Conference with student
- Conference with parents
- Conference with student, parents, principal, and possible school counselor
- Suspension

### Physical Contact

Physical contact is defined as a student putting his or her hands on another student - whether the intent to harm is apparent or not. Students who engage in physical contact with another student will immediately be removed from the situation and administration will be informed and help to decipher what happened.

Depending on the severity of the situation, a student who initiates or responds to physical contact may:

1. Be asked to remain out of class for a certain period of time.
2. Be asked to call home to inform parents of the situation.
3. Be asked to go home for the remainder of the day.

Parents will be notified in any case where a student is removed from class due to physical contact.

### Drugs

A mood-altering chemical includes any substance such as drugs, inhalants, or alcohol that substantially changes the

behavior of the person taking them. Any student attending Our Lady of Peace Catholic School who:

1. is found buying, selling or giving away mood altering chemicals
2. is found under the influence of mood altering chemicals
3. is found in possession of mood altering chemicals
4. displays behavior characteristic of possible chemical abuse or
5. is suspected by the principal of participating in illegal drug activity, either use or possession while on school grounds or attending any school sponsored event will be subject to the following consequences:
  - Parent/Guardian will be notified immediately of the infraction
  - The student will be removed from the classroom or activity
  - Students who are found in possession of, buying, selling, or giving away mood altering chemicals will be turned over to law enforcement officials in compliance with Minnesota statutes
  - Students in violation of number 1, 2, or 3 above will be expelled immediately
  - Students in violation of number 4 or 5 may be required to get a professional evaluation, which may include, but is not limited to, drug testing, even if involvement with a mood-altering chemical has not been documented. Appropriate action, which may include expulsion, will be taken based on evaluation results.

## Tobacco Usage

The use of tobacco by a student in any form during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product, reporting to the police and disciplinary action by the principal as follows:

- First Offense: The parent will be notified of the offense and a police report will be filed. Suspension may be imposed.
- Second Offense: A disciplinary conference with the student, parent and principal. A police report will be filed. Suspension from school may be recommended.
- Third Offense: Expulsion from school

## Weapons

Our Lady of Peace Catholic School has the goal of establishing a Christian environment throughout the school in which students feel safe, secure, happy and have a maximum opportunity to learn. In accomplishing this goal, the school takes the position of no tolerance of weapons and look-a-like weapons in school, on school grounds, at school activities or events, at bus stops, or on school buses. All weapons or items that have the appearance of a weapon are prohibited. "Weapon" means any firearm whether loaded or unloaded; any substance or device designed as a weapon through its use is capable of threatening or bodily harm; or any device that is used to threaten, terrorize, or cause bodily harm. This includes firecrackers, other flammable materials (matches, lighters, etc.), or laser pens.

If a weapon is found on the premises, the following action will take place:

- Confiscation of the weapon (if it can be done safely, or call 911 for assistance).
- Notify principal

After the incident is investigated, the following may happen:

- Notification of parent/guardian from school.
- Possible involvement of police with recommendation to charge.
- Current law makes it a gross misdemeanor to possess, keep or store a weapon or replica weapon on school property. It is a felony to use any weapon or replica weapon on school property.
- Discussion with regard to suspension or expulsion.

- State law prohibits the carrying of any type of weapon on school grounds, including concealed weapons. Therefore, the above policy will apply to all adults as well as children.
- Fake weapons or props for academic activities such as performances, school plays or assemblies are permitted with prior approval of the teachers responsible for the activity. The fake weapons or props may not be capable of firing any projectiles, must be under the control or supervision of the teacher, and must be stored when not in use for the activity.

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## **Harassment & Bullying**

Our Lady of Peace Catholic School provides a learning and working environment that is free from harassment for all students, faculty, staff, principal, parents, vendors, volunteers, coaches, guests, and others, who act on our behalf. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school program.

**Harassment** is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation

Harassment includes but is not limited to a continual behavior of:

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting or exploiting
- Spreading hurtful rumors or gossip
- Cyber Bullying

One particular category of harassment, *sexual harassment*, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex. Sexual harassment includes, but is not limited to:

- teasing or joking of asexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or other graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

## **Bullying Policy**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school

provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the school community deserve care and respect from all. Bullying and Retaliation are not to be tolerated.

Our Lady of Peace Catholic School is committed to making the school a safe and caring place for all students to learn and grow. As a PeaceBuilder School, we strive to: praise people; give up put-downs; seek wise people; notice and speak up about hurts they have caused; right wrongs; and help others. When we do these things, students will: be safe and protected; be respected; be able to learn; have their concerns heard; and be treated with kindness and caring.

Everyone in the school family is expected to treat each other with respect and to refuse to tolerate bullying in any form. *Bullying is a deliberate, repeated, unwanted, aggressive or passive aggressive behavior that results in physical, emotional, or psychological harm toward another.*

Examples of Bullying Behaviors include, but are not limited to:

- Verbal Harassment-calling someone by any name not their own, making songs, poems, notes of a negative or unkind manner, using offensive language to describe or attack a person or spreading rumors. Put-downs, insulting someone's race, culture, gender, size or appearance. Spreading rumors.
- Physical Harassment-any unwanted touch, using objects to make contact with another person (i.e.: throwing objects, contact by pushing or shoving one person into another. Hurting someone physically by hitting, tripping, pushing and kicking.).
- Emotional Abuse-the hurting of feelings by using consistently negative or unwanted behavior (i.e.: exclusion, isolation, imitation or intimidation).
- Teasing, "making fun of", or mocking another person in word (verbal or written) or deed. Teasing in a harmful manner
- Cyber-Bullying-using modes of technology (cell phone, social networking websites, blogs, emails) to display any of the above behavior.

Faculty and staff will do the following to prevent bullying and help children feel safe:

- Teach students social skills to address bullying.
- Notice and reward positive behavior.
- Closely supervise students throughout the school day.
- Watch for signs of bullying and stop it when it occurs.
- Investigate reported bullying incidents.
- Enforce consequences for bullying.
- Help students understand that reporting bullying is not only acceptable, but a positive choice.
- Enforce consequences for retaliation against students who report bullying.

Students will be taught to do the following to prevent bullying:

- Act respectfully, responsibly and safely.
- Try to include everyone in activities, especially those who are often left out.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to an adult.

What children do to report an incident of bullying:

- Talk to a teacher, an administrator, or an adult at school.
- Write a note to a teacher or administrator.
- Tell someone at home.
- What parents do if they think their child is bullying or being bullied:
- Work in partnership with the classroom teacher by discussing the situation.
- Notify the principal if the situation does not stop.
- Honor and support the privacy and confidentiality of all individuals.
- Never, for any reason, confront any other child.
- Utilize the Conflict Resolution Procedure.

Reports of bullying will be handled immediately. Parents will be notified and consequences will be issued. The following actions may be taken in each instance of reported bullying.

- Social Probation-the student may not attend any dances, sporting events or school activities until the whole of the consequence has been completed.
- Community Service-the student will be asked to contribute to the larger population of Our Lady of Peace by providing some type of community service. Activities could range from helping to educate younger students about bullying/friendships skills, making posters to advertise behavior expectations at school or writing essays about prevalent social justice topics. Students may be asked to help out around school as well.
- Parent Meeting/Notification-the student and parents will be asked to meet with member(s) of Our Lady of Peace administration, teaching and/or counseling staff. At this meeting, a plan will be made to address the report of bullying.
- Consequence-will depend on the circumstance. Our Lady of Peace Catholic School administration will have the final say. Students may be excused from activities, be subject to schedule changes and/or be suspended from classes in or out of school.

## Cyberbullying

Sometimes referred to as internet bullying or electronic bullying consists of harassment through electronic devices and may result in a substantial interference with the educational environment or the rights of others. It may involve, but is not limited to:

- Sending mean, vulgar or threatening messages or images
- Posting sensitive and/or private information about another person to the web
- Pretending to be someone else in order to make that person look bad
- Intentionally excluding someone from an online group

Any member of the Our Lady of Peace Catholic School community who experiences or witnesses sexual, electronic or any form of harassment must deal with the situation immediately by:

- Advising those involved that the behavior is inappropriate and should stop.
- If the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (teacher, principal, or in the case of a complaint against the principal or parish business administrator, to the pastor).
- The complainant also has the right to fill out a bullying, harassment or intimidation form (found in school

office)

The principal or a designated person will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment.

- An investigative report documenting interviews, conclusions and recommendations will be completed.
- Based on the investigation, appropriate action, including, but not limited to counseling, disciplinary warning or other disciplinary action, will be taken.
- The alleged harasser, the victim, and, if either is a minor, their parents will be advised of the outcome of the investigation, in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law.
- The alleged harasser will be warned, in writing, that retaliation or intimidation toward anyone who makes a complaint or assists in the investigatory process will not be tolerated. The complainant will be invited to report recurrences or retaliation, and the situation monitored as the principal deems appropriate.

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## **Communication**

### **School Website & Calendar**

Our website, [www.school.olpmn.org](http://www.school.olpmn.org) has the current information regarding Our Lady of Peace Catholic School.

Our website includes a calendar of events to keep parents informed. Because events are subject to change as the school year progresses, we try to announce these changes as far in advance as possible. Our website is updated as soon as these changes occur.

### **Teacher Newsletters**

All teachers will send out a weekly newsletter on Sunday afternoon with updates about upcoming events, important dates to note in that particular grade, important announcements, important assignments, and other pertinent information for that specific classroom.

### **Weekly Brief**

Each week the school emails a newsletter to families in an effort to keep students, parents, and faculty up to date on school events and activities. This newsletter is also available at [www.school.olpmn.org](http://www.school.olpmn.org), located in the quick links and the updates sections of our website.

### **Educate by TADS**

Educate by TADS is an online program that Our Lady of Peace Catholic School uses to give parents and students important information about their academic progress and daily life. It will be your one stop source for grades, classroom information, and provides a portal for communication. This website may also provide information on current grades, assignments, assessments, homework, missing assignments, teacher comments, attendance, and a school directory. Each family and middle school student is provided with Educate login information.

## Conferences

Parent-teacher conferences are mandatory and offered two times during the school year during the fall and late winter/early spring. We encourage parents to call their child's teacher or advisor if a need arises for a conference at another time.

In grades Preschool-3, parents meet with the child's teacher and in grades 4-8 the conference is student led with the parents present.

For grades 4-8, the student's attendance is critical for effective facilitation of this type of student led conference. If your child is unable to attend at the scheduled time, a makeup conference will be scheduled. Information from the other teachers will be forwarded to the advisor so that performance in those classes may be included in the discussion. If further conferencing with individual teachers is necessary, appointments will be made.

## School Closings

If the Minneapolis Public Schools close due to inclement weather, Our Lady of Peace Catholic School will also be closed. If we must close for any other type of emergency we will notify via email and text message. We will also post the closing with KSTP and WCCO news channels.

## Contacting Students & Teachers During School Hours

Students are called to the phone only in an emergency. Since all student cell phones must be powered off during the school day, please contact the main office if you need to get a message to your child. After school plans should be made before the child comes to school and teachers should be notified if there is a change in dismissal routine. Please refer to the 1:1 Device section regarding student use of email during the school day.

During the school day, students may not contact parents via text, phone call, or email unless they have permission from an OLP staff member.

Please call or email your child's teacher or advisor at school if there is something you would like to discuss. The teacher will return your message within two school days. Your child's advisor in grades 4-8 serves as the central communicator for the other Intermediate and Middle School teachers.

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## Uniforms & Dress Code

All students in Kindergarten through Eighth Grade are expected to be neat and well-groomed on all school days. Unless specified as an out-of-uniform day, students are required to wear the school uniform, or have an out of uniform pass. On days designated as out-of-uniform, students must follow the dress code guidelines. All students must be in uniform for days we attend Mass.

Uniforms can be purchased from Donald's and Educational Outfitters. Often times stores like Target and Old Navy carry these items as well. Please notify the school office if you have challenges finding school uniforms.

<b>Girls</b>	
School Uniform Dress Code	Dress Code for Non-uniform Days
<p><b>Shirts</b></p> <ul style="list-style-type: none"> <li>● <a href="#">Collared polo</a> (plain, no logo)</li> <li>● White or light blue</li> <li>● Long sleeve or short sleeve</li> <li>● Tucked in, no stains, tears or holes</li> <li>● No t-shirts, no button-downs or turtlenecks</li> <li>● No layers on top, with exception of optional “Uniform Top Layer” mentioned below.</li> </ul> <p><b>Pants</b></p> <ul style="list-style-type: none"> <li>● Navy blue <a href="#">uniform pants</a> or <a href="#">uniform shorts</a> (ex. Dockers, chinos, twill)</li> <li>● No jeans, no sweatpants, no athletic shorts, no cargo style (ex. Additional pockets)</li> </ul> <p><b>Skirts/Jumpers*</b></p> <ul style="list-style-type: none"> <li>● <b>K-3:</b> Plaid 59 (1017) Jumper* may be worn over aforementioned shirts.                             <ul style="list-style-type: none"> <li>● Navy blue or white Leggings or tights may be worn under jumpers</li> <li>● Shorts may be worn under skirts but must not exceed length of skirt</li> </ul> </li> <li>● <b>4-8:</b> Plaid 59 (1017) skirt* may be worn with aforementioned shirts.                             <ul style="list-style-type: none"> <li>● Skirt should be of modest length.</li> <li>● Navy blue or white leggings or tights may be worn under jumpers</li> <li>● Shorts may be worn under skirts but must not exceed length of skirt</li> </ul> </li> </ul> <p>*All girls have the option to wear a plain navy skirt instead of the plaid with the aforementioned shirts.</p> <p><b>Optional Uniform Top Layer -</b></p> <ul style="list-style-type: none"> <li>● Navy blue <a href="#">quarter-zip</a> with embroidered OLP logo</li> <li>● Navy blue <a href="#">cardigan sweater</a></li> </ul> <p><b>Shoes/Socks</b></p> <ul style="list-style-type: none"> <li>● Tennis shoes</li> <li>● No sandals, no boots, no dress shoes, no crocs</li> <li>● Shoes must be tied (or fastened) at all times</li> <li>● White or black crew socks must be worn at all times. (any color/style will be allowed)</li> </ul> <p><b>Jewelry</b></p> <ul style="list-style-type: none"> <li>● Stud earrings</li> </ul>	<ul style="list-style-type: none"> <li>● Modest clothing that is appropriate for the learning environment.</li> <li>● Dresses, skirts and shorts must be no shorter than 2” above the knee.</li> <li>● Shirts must cover the shoulders</li> <li>● Leggings must be worn with a dress or shirt whose length reaches mid-thigh</li> <li>● No spaghetti strap tops or halter tops</li> <li>● Torn jeans and pajama pants are prohibited</li> <li>● Clothes with offensive images or language are prohibited</li> <li>● No sandals, slippers, or flip-flops</li> </ul>

<b>Boys</b>	
School Uniform Dress Code	Dress Code for Non-uniform Days
<p><u>Shirts</u></p> <ul style="list-style-type: none"> <li>● <a href="#">Collared polo</a> (plain, no logo)</li> <li>● White or light blue</li> <li>● Long sleeve or short sleeve</li> <li>● Tucked in, no stains, tears or holes</li> <li>● No t-shirts, no button-downs, no turtlenecks</li> <li>● No layers on top, with exception of optional “Uniform Top Layers” mentioned below.</li> <li>● White shirt underneath only</li> </ul> <p><u>Pants</u></p> <ul style="list-style-type: none"> <li>● Navy blue <a href="#">uniform pants</a> or <a href="#">uniform shorts</a> (ex. Dockers, chinos, twill)</li> <li>● No jeans, no sweatpants, no athletic shorts, no cargo style (ex. Additional pockets)</li> </ul> <p><u>Optional Uniform Top Layer -</u></p> <ul style="list-style-type: none"> <li>● Navy blue <a href="#">quarter-zip</a> with embroidered OLP logo</li> <li>● Navy blue <a href="#">cardigan sweater</a></li> <li>● Must wear uniform polo underneath either option</li> <li>● No hoodies or other sweatshirts/jackets allowed on top.</li> </ul> <p><u>Shoes/Socks</u></p> <ul style="list-style-type: none"> <li>● Tennis shoes</li> <li>● No sandals, no boots, no dress shoes, no crocs</li> <li>● Shoes must be tied (or fastened) at all times</li> <li>● White or black crew socks must be worn at all times. (any color/style will be allowed)</li> </ul> <p><u>Jewelry</u></p> <ul style="list-style-type: none"> <li>● Stud earrings</li> </ul>	<ul style="list-style-type: none"> <li>● Modest clothing that is appropriate for the learning environment.</li> <li>● Torn jeans and pajama pants are prohibited</li> <li>● Clothes with offensive images or language are prohibited</li> <li>● No sandals, slippers or flip-flops</li> </ul>

Expectations for All Students

- How the students are dressed may not be a distraction to learning
- Hats and hoods may not be worn inside the school or church buildings
- Henna or similar tattoos are prohibited
- Jewelry which could posed a danger or distraction is prohibited
- Unnatural hair color is prohibited
- Unnatural looking makeup is prohibited
- Bare midriiffs and/or visible underwear are prohibited.

If a student is found to be in violation of the uniform regulations or dress code, the student may borrow the appropriate article of clothing from the school office, or the student’s parent or guardian may be asked to bring appropriate clothing to school for the student.

Gala Shirt Fridays

On Fridays students who purchased an Eagle Nation t-shirt at the OLP spring Gala may wear that t-shirt with jeans, shorts or sweatpants.

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# **Technology**

Our Lady of Peace Catholic School believes technology prepares students with the skills and knowledge to learn effectively and to live productively in a digital world. Technology has changed not only what we need to learn, but the way we learn. Through the use of technology students improve their higher-order thinking skills such as problem solving, critical thinking and creativity. Technology provides a profession model for working, collaborating and decision making.

Our Lady of Peace Catholic School has adopted the International Society for Technology in Education (ISTE) National Educational Technology Standards (NETS). The ISTE NETs are the standards for learning, teaching, and leading in the digital age.

## **Internet Acceptable Use Policy**

Students and staff are expected to use the Internet to further educational goals consistent with Our Lady of Peace Catholic School's mission and philosophy.

Access is a privilege, not a right. Access entails responsibility. Disciplinary or legal action will be taken against those who abuse this privilege.

Internet is provided for students to conduct research. Access to network services is provided to students who agree to act in a respectful and responsible manner.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers and computer systems
- Violating copyright laws/Plagiarism
- Accessing materials which have not been designated for student use by educator
- Taking pictures or video without student permission (parent and teacher)

Misuse of the system will subject the user to discipline which will be dependent on the nature and degree of the violation. This may include:

- Suspension or cancellation of user or access privileges
- Requiring payment for damage or repairs
- Civil or criminal liability under applicable law

## **Non School Issued Electronic Devices**

Our Lady of Peace Catholic School believes electronic devices support student learning. When possible, provide these devices. Electronic Devices include, but are not limited to: Cell Phones, MP3 Players, iPods, PDA's, iPads, Notebooks, Laptops and other similar devices.

Electronic Devices are only used in the classroom for educational purposes under teacher direction. Personal

electronic devices brought onto campus must be powered off during the school day and stored in the student's locker unless it is directly being used in the classroom with teacher direction. School administration and staff may search any electronic device brought onto campus. This includes all electronic content contained on the device including texts, emails, phone history, etc. Our Lady of Peace Catholic School is not responsible for any lost, damaged or missing electronic device. Staff will confiscate any personal devices used without permission during the instructional day. Confiscated personal devices will be brought to the school office. The parent must see the principal at the end of the school day to retrieve a confiscated device.

Field trips and off campus excursions are considered part of the school day and follow the procedures above.

## Cell phones

Students are not allowed to use cell phones during the instructional day. This includes both making calls and text messaging. Cell phones must be powered off, and stored in the student's locker during the instructional day. Staff will confiscate cell phones during the instructional day if they are visible / used and bring them to the school office. The parent must see the principal at the end of the school day to retrieve a confiscated cell phone. Our Lady of Peace Catholic School is not responsible for lost, stolen, or damaged cell phones.

E-reader (any electronic device that allows you to download books) are allowed for reading downloaded books only. They may not access the internet. Playing games, listening to music, texting, or email use is not permitted.

The consequences for not following these procedures will be the electronic device will be confiscated, and all future privileges regarding the use of electronic devices may be forfeited.

## Our Lady of Peace 1:1 Technology Device Program and Policies (Grades 5-8)

Our Lady of Peace wants to ensure students develop the skills and knowledge necessary to act responsibly in this technology-based world. Therefore, OLP supports a 1:1 program, student to computing device, in 5<sup>th</sup> through 8<sup>th</sup> grade in an effort to create a seamless and dynamic educational experience for students.

The goals of the 1:1 program are to:

- Enhance and accelerate learning
- Increase efficient use of technology use in the classroom
- Utilize technology for individualizing instruction
- Promote collaboration, increasing student engagement

## Expectations

### Orientation Meeting

Students and parents are required to attend an annual orientation meeting. 1:1 devices will be distributed after the student and one parent attend an orientation session and sign what are you calling this.

Annual orientation meetings will be held during Back to School Night. Students and parents who are unable to attend must make alternate arrangements to meet with Mrs. Jameson.

Parents are expected to pay the yearly technology fee of \$150 grades 5- 8, \$100 per student for Kindergarten through fourth-grade, and \$50 for ELP students. The fee will be billed in two installments, September and January. All fees will directly support the 1:1 program.

### Check-out/ Return

Students will check out a 1:1 device at the beginning of the school year and return it at the end of the school year.

The 1:1 devices come with factory provided charging cords, OLP barcodes, and an appropriate case. 1:1 devices are to remain in their cases at all times.

All items should be returned in the condition they were received. Items returned without OLP barcodes will be subject to a \$5.00 per item charge.

Charging cords are to be left at home. Cords are to be kept in good repair and carefully inserted into the 1:1 device to prevent damage to the charging end. Replacement cost for lost charging cords is \$50.

All 1:1 devices must be returned to the School Library Media Center at the end of each school year. Students who leave OLP during the school year must return the 1:1 device to the OLP office, along with any other accessories, at the time they leave.

### Educational Purposes

Students will use the OLP 1:1 device in a manner appropriate for educational purposes. Access to technology at Our Lady of Peace has been established for educational purposes. 1:1 devices must be used in support of the educational program of OLP. This access may be revoked at any time for abusive or inappropriate conduct related to the use of the 1:1 device.

Each 1:1 device is assigned to one student for educational purposes and should not be loaned to others. Passwords and logins should also remain confidential with the individual students. Any material on the OLP 1:1 device obtained with their login or password is the responsibility of the student.

Our Lady of Peace staff will monitor 1:1 device content. If inappropriate content is discovered, staff will assess the degree of offense. If minor in nature, the student must delete all inappropriate content and appropriate discipline will be enforced.

Severe cases will be handled by school administration and appropriate actions taken. Inappropriate content/behavior covers but is not limited to downloading: music, games, apps, extensions, etc., messaging, defacing cases/covers, violating copyright, plagiarism, viewing explicit/adult content, and not following instructions.

All offenses will be documented and tracked.

### At school, students will only use the 1:1 device in a space that is supervised.

- Students' use of the 1:1 device is limited to the classrooms, library media center, and extended day rooms while a teacher or staff member is present.
- 1:1 devices are intended to enhance students' education experience at Our Lady of Peace. Therefore, students will only use the 1:1 device in classrooms when permitted by teachers and in a manner appropriate with the content being covered by the teacher. Teachers may confiscate the 1:1 device in the event a student is not following directions. Confiscated 1:1 devices will be turned into the School Office.
- Students in Extended Day or waiting for after school activities may use their 1:1 device for homework with adult supervision.

### Students will bring the 1:1 device to school every day.

- 1:1 devices are being provided to enhance the educational experience at OLP and should be brought to school daily. If a student forgets the OLP 1:1 device, he/she will be responsible for finishing the work at home that they were not able to complete during the school day. Students *may not call home to ask for a device*. Parents should not bring 1:1 devices to school for students. If a parent does bring a 1:1 device, it will be held at the School Office until the end of the school day when the student may pick it up.

- Forgotten 1:1 devices will be considered an offense and will be tracked. After 3 instances, the student's 1:1 device will be collected and they must checkout the device from the office for one week.

### Students will arrive each day with a fully charged battery.

- 1:1 devices should be fully charged for each day, as students will be unable to charge it during the school day due to space and electrical constraints. Students should be careful when plugging in the charging cord. The 1:1 device should be charged in a location which is both secure and safe so no damage will be accidentally done to the 1:1 device when it is charging.

### Care of Device

- Students should use the 1:1 device in a location which is free from food, liquid, and debris that could damage the device and which provides a flat surface on which to operate the device.
- Spilling any sort of food or drink on the 1:1 device could permanently damage them. The 1:1 device should only be used on a flat surface where it will not fall to the ground or damage the screen. Pets and siblings can also damage the 1:1 device. Care should be taken to always have the 1:1 device in an environment where it can be operated safely. 1:1 devices should not be placed on top of soft items like pillows or blankets which could cause the 1:1 device to overheat.

### Students should treat the 1:1 device gently.

- Students are expected to treat the 1:1 devices with care and respect. Screen damage is the #1 cause of damage for 1:1 devices. The 1:1 device screen is glass and is vulnerable to cracking. Touching the screen with your fingers is ok, touching the screen with anything else is not.
- The case for the 1:1 device has an outside pocket for storing pens, pencils, and earbuds. Please refrain from storing items between the screen and keyboard.
- The case's handles or straps should be used to carry the 1:1 device. Please refrain from stacking heavy objects on top of the device. Should you need to set the device down, please do so gently as dropping and/or sliding the device could damage it.
- The 1:1 devices are the property of OLP and are to remain free from any decorations. This includes the case as well.

### Transporting the Device

- Students will keep the 1:1 device secure and safe when carrying or transporting.
- Each 1:1 device must be kept in its protective case at all time. Carefully transport your 1:1 device to school everyday. Please do not store a 1:1 device in a vehicle as temperature extremes may damage the device.
- Students will have the OLP 1:1; device with them throughout the day or have the device stored in their locker. Students are expected to bring the OLP 1:1 device with them to all of their classes. During lunch/recess, school assemblies, or other events during the day, students should store the device in their locker.
- Unattended devices will be collected, and stored at the School Office. Unattended devices offenses will be tracked.
  - First Offense: Student's 1:1 device will remain in the Media Center for one school day.
  - Second Offense: Student will meet with the Library/Media Specialist and the student's 1:1 device will remain in the Media Center for one day.
  - Third Offense and thereafter, Student will occur a \$10.00 fine and the student's 1:1 device will remain in the Media Center until the fine is paid. A notice will be emailed home and the device will be reissued to the student upon the receipt of the fine.

Each 1:1 device is assigned to an individual and the responsibility for the care of the 1:1 device rests solely with that individual.

### Configuration and Settings

- OLP Administration configures student 1:1 device settings.
- Students log into the 1:1 device using their OLP user account. Extensions and apps needed are pushed out from OLP Administration.
- Students will keep the 1:1 device silent.
- During the school day if the student needs to listen to their 1:1 device, he/she may ask permission to use headphones from the supervising teacher. Permission will be granted for academic purposes only.

### Inspection

- Students will make the 1:1 device available for inspection by an administrator, teacher, or staff member upon request. Students understand that OLP staff can monitor the OLP 1:1 device and its contents when students are signed on to the OLP network.
- The 1:1 devices are the property of Our Lady of Peace and are being loaned to the students for educational purposes. The student should have NO expectation of privacy of materials found on a 1:1 device. At any time, an OLP staff member can inspect a student's 1:1 device.

### Appropriate Use

Students will use appropriate and respectful language in all communications, and will abide by all OLP school policies while using the 1:1 device, both at school and at home.

All communication to teachers or students will be done through school issued OLP email. Please use the following guidelines when sending an email:

- Determine if email is the appropriate method of communication (face to face communication is the most effective method)
- Follow the OLP email etiquette policy
- Send only to the individual or individuals who need the information (mass emails should be limited)
- Ensure the email is for a school related purpose

School personnel will monitor student email communications. Students violating email/messaging guidelines will be subject to consequences at the school's discretion.

### Students will abide by all copyright laws.

- Any use of copyrighted material must be cited in all student work. All middle school students have individual Noodletools accounts under the Our Lady of Peace Noodletools subscription. All citations are to be created using Noodletools. Please check with Mrs. Jameson if you have any questions about using copyrighted material or how to give credit for use of any copyrighted material. Plagiarism is defined as taking someone else's work and presenting it as your own without the use of proper citations. This is a form of stealing. Plagiarism will not be tolerated and is considered a violation of our code of conduct.

Failure to comply with the OLP policies or the guidelines stated in this document for care and use of the 1:1 device may result in the loss of privilege to take the 1:1 device home or use of the 1:1 device in general.

Attempting to bypass the filter at school or using the 1:1 device for non-educational purposes while at school is prohibited. At home, it is the responsibility of the parents or guardians to ensure that the 1:1 devices are being used in accordance with this policy.

Students are prohibited from using their 1:1 devices for certain types of activities.

Students are to use the 1:1 device in a manner accordant with other OLP policies and guidelines, to be respectful

and conscientious that their use of electronic devices is tractable by outside sources and reflects upon themselves and OLP.

Prohibited activities include but are not limited to:

- illegal installation of copyright materials, or transfer of such materials to others
- engaging in chat rooms or messaging
- sale of school papers, homework or outlines for profit or business
- installation, use of or distribution of computer games
- searching, downloading, using, or distributing sites or materials of a sexual nature
- spamming
- gaining access to others' accounts
- giving out private or individual information
- vandalism
- credit fraud
- bypassing school network filter
- gambling
- hacking
- bullying
- and any activity prohibited by Minnesota and Federal law

Students must abide by OLP guidelines when traveling with or using the 1:1 device at locations other than OLP. We are relying on parents/guardians to supervise where and how their child uses the 1:1 device. The parents bear the financial responsibility for any damage or loss of the 1:1 device.

The student will use the 1:1 device Camera & Microphone for approved use only.

The 1:1 device comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies and State and Federal laws. Students are required to use the device in a manner that complies with these and other OLP policies.

Any recording during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained are for instructional/educational purposes. Students may not share, publish, or re-broadcast electronic recording for any reason without the teacher's permission.

Furthermore, students should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

Use of the 1:1 device in a manner that violates OLP policy may result in revocation of the device and may result in further disciplinary consequences.

### Damage and Repair

Students will report all problems and damage immediately to the School Library Media Center. Each 1:1 device has a unique identification number and at no time should the numbers or labels be modified or removed. Students must log in with their OLP domain account password. Do not attempt to gain access to the internal electronics or repair your 1:1 device.

If your 1:1 device fails to work or is damaged, report the problem to the OLP Technology Coordinator as soon as

possible. The School Administration will determine 1:1 device repair/replacement options. Students may be issued a temporary 1:1 device until their 1:1 device is working properly or replaced. If the 1:1 device is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

If the 1:1 device is damaged and the repair costs exceed the technology fee, the family will be assessed the difference. Students will be charged \$30 for damaged cases.

Students will report loss/theft of the OLP 1:1 device to their parents/guardians, OLP Administration, and proper authorities within 24 hours.

If the 1:1 device is lost or stolen, a replacement fee of fair market value for that device will be assessed to the parents.

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## **Policies and Procedures**

### **Admission & Enrollment**

Students in grades kindergarten through eight currently enrolled at Our Lady of Peace Catholic School are automatically re-enrolled for the following school year through continuous enrollment.

Enrollment for new students will be considered official when an enrollment form has been filled out, fees have been paid, and tuition agreements have been signed.

All enrollment for Our Lady of Peace Catholic School is completed electronically through our website [www.school.olpmn.org](http://www.school.olpmn.org). Please contact the school office at 612-823-8235 if you need assistance completing the registration process.

Students currently enrolled at Our Lady of Peace Catholic School are given first priority for registration for the upcoming school year. After the initial registration period, registration is opened up to parishioners and then non-parish students. Once open registration begins, available seats will be filled in the order that the registration materials are received by the school.

When a class has filled, students will be placed on a waiting list.

### **Nondiscrimination**

Our Lady of Peace Catholic School admits students of any sex, race, religion, national, or ethnic origins and extends all the rights, privileges, programs and activities made available to students in the school. It does not discriminate based on sex, race, color, religion, national, and ethnic origin in the administration of its educational policies and athletic or other school-administered programs.

## Tuition & Financial Aid

Tuition is an exchange for the service of providing education by Our Lady of Peace Catholic School. Tuition rates for each year are published and available to families. Parents are expected to pay the full amount of the tuition in a timely manner. Our Lady of Peace is not a loan company and needs the tuition payments to meet its financial obligations.

Tuition rates will be published to all families by the beginning of the registration process for the upcoming school year. Tuition rates will be set with input from the Our Lady of Peace School Advisory Council and approval of the Parish Finance Council and Pastor.

All families enrolled at Our Lady of Peace School must complete a Tuition agreement which includes payment options. The tuition agreement is completed online with TADS, our online tuition program and payment options are presented at that time. Tuition is considered due once the tuition agreement is completed.

Tuition is collected through the tuition management company.

Four payment plans will be available:

1. One lump Sum: One payment made in August prior to the upcoming school year.
2. Two Payments: payments made in August and January.
3. Ten Month: 10 payments made between August prior to the upcoming school year and May.
4. Eleven Month: 11 payments made between July prior to the upcoming school year and May.
  - Parents will choose a monthly due date from a number of options.
  - Auto-pay is the required payment option. Different payment options may be arranged by meeting with the pastor or principal. The payment will still be made by auto pay.
  - Tuition payments must be current and prepayment must be made for students to be eligible to participate in extracurricular activities.

### Reduced Tuition

Reduced tuition is available to Preschool-8 families who meet the following criteria.

1. Tuition is reduced by 2% for any family whose tuition is paid in full during July 20th prior to the upcoming school year.
2. Tuition is reduced for families with 3 or more children registered in Preschool-8 to attend school.

### Late Tuition

It is understood that life events can affect a family's ability to stay current with tuition. It is the family's responsibility to contact the Pastor and/or Principal. Families who are not able to meet the tuition requirements as stated in this policy must make special arrangements with the pastor and principal. These agreements must be made in writing.

In the event tuition is not paid in a timely manner, and the family has not made special arrangements, the following steps will be taken:

TADS Management Services will begin follow-up services by phone calls and emails. A late fee is applied to the account. In the event a family is consistently overdue, follow-up letters will be sent from Our Lady of Peace Catholic School. The letter will cover:

- History of payment and Tuition Management Company follow-up.
- A meeting date with the pastor and principal.
- Written payment agreement must be made with the pastor.

In the event tuition is not paid in full by the end of the school year, and a written payment plan has not been put in

place, registration of children for the next school year will be withheld. Enrollment may be discontinued at the end of the school year.

If tuition due is not paid by June 15, and a payment plan is not in place, written and approved by the pastor and principal, the unpaid tuition bill will be sent to a collection agency.

### Early Withdrawal Tuition Policy

Our Lady of Peace Catholic School carefully budgets for how many students will be in attendance during each school year. When a student is withdrawn from school prior to the end of the contract year, it seriously impacts the school budget. Therefore, the following payments will be required.

<b>Withdrawal by this Date</b>	<b>Percentage of Total Tuition Due</b>
September 30	25%
November 15	50%
January 15	75%
<b>Withdrawal AFTER this Date</b>	<b>Percentage of Total Tuition Due</b>
January 15	100%

Any exceptions from this policy would be considered on a case-by-case basis with the final decision made by the principal in consultation with the pastor.

### Financial Aid

Financial aid may be granted to Preschool-8th grade families. Financial aid covers tuition up to the amount of the award. Preschool financial aid only available for the morning program, we do not have aid available for the after-care portion of the day. The family is responsible for any additional tuition and must follow the guidelines pursuant to this policy. Families requesting financial assistance must complete the application on TADS. All financial aid applications must be in good standing with TADS to be considered eligible for financial aid.

### Education Grants

Every effort will be made to make sure that all families who wish to have their children attend Our Lady of Peace Catholic School will not be prevented from doing so for financial reasons. Our Lady of Peace Catholic School has a generous Support-A-Student program to provide education grants for qualifying families. The Support-A-Student Fund is funded through donations. All gifts offered to the Support-A-Student Fund are designated for dispersal to families with children in our school according to established policies and procedures for determining need. No gifts to Support-A-Student may be designated for particular students.

Education grants are distributed to Our Lady of Peace Catholic School students who qualify. The process for grant distribution is as follows:

1. Aid forms are completed online at TADS.com.
2. TADS will send its recommendations to the administrator at Our Lady of Peace Catholic School.
3. The confidential committee for awarding grants will meet to consider awarding grants.
4. Tuition Agreements will reflect Education Grants.

### Kindergarten Students

Minnesota State Law requires that children MUST be five years of age by September 1st to enroll in

kindergarten. A birth certificate and Baptismal certificate must be presented to the school prior to enrolling.

All kindergartners enrolling in Our Lady of Peace Catholic School for the first time must complete Early Childhood Screening. It is free and includes an immunization review, developmental screening, vision and hearing screening, and review of your child's health history. It is done by Minneapolis Public School nurses and can be scheduled by calling 612-668-3711. Screening can also be completed by your child's doctor.

If your child attended a preschool and you would like those records in his/her permanent file at Our Lady of Peace Catholic School, please request that the school send those records.

Families interested in kindergarten early admission will need to make an appointment to discuss this with the school principal. Testing may be required before an early admission into kindergarten is allowed.

## Transfer Students

Transfer students are always welcome at Our Lady of Peace Catholic School. To start the process of transferring to Our Lady of Peace:

1. Contact the principal by email or telephone to set an appointment.
2. During your appointment you will be given a tour of the school.
3. Complete the registration forms, tuition forms, and pay the registration fee.

## Terms Regarding Transfer Students

1. Mid-year transfers will be accepted only when space is available.
2. When a student applies to transfer from another parochial school or a private school to Our Lady of Peace Catholic School, the previous school will be contacted to ascertain if tuition for that institution is paid in full. If it is not, Our Lady of Peace Catholic School will not accept the transfer student.
3. Parents must provide information requested by the principal prior to admission being granted.
4. The principal may deny admission to mid-year transfers. Admission tests may be administered prior to placement.
5. Transfer students will be placed on a *six week probationary term*.
6. Students who have been dismissed from Our Lady of Peace Catholic School will not be readmitted.
7. Before the new student begins classes at Our Lady of Peace Catholic School, the school office must receive the student's cumulative file and health records from their previous school.

## Class Size

Our Lady of Peace Catholic School will attempt to maintain a class size of up to 22 children. Under special circumstances and at the discretion of the principal a class may accommodate more students.

## Wellness Policy

Our Lady of Peace Catholic School is an environment that protects and promotes students' health, well-being, ability to learn, healthy eating habits and physical activity. Our Lady of Peace Catholic School recognizes that nutrition education and physical education are essential components of the educational process, and that good health fosters staff and student attendance and education.

The school encourages the involvement of students, parents, teachers, food service staff, and other interested parties in implementing, monitoring and reviewing our school Wellness Policy. All students need access to healthy foods and opportunities to be physically active in order to learn, grow and thrive.

- Our Lady of Peace Catholic School will provide students with a minimum of 20 minutes to eat in a clean, safe, and pleasant setting. An allergy sensitive area will be available to students when needed.
- Our Lady of Peace Catholic School will encourage all students to make age appropriate, healthy selections of food and beverages.
- Food service personnel shall adhere to all federal, state and local food safety and security guidelines.
- The school will provide student access to hand sanitizer or washing before students eat any meals or snacks.
- Our Lady of Peace Catholic School will not provide or encourage soda consumption during the school day.
- Our Lady of Peace Catholic School will not withhold foods or beverages as punishment.
- Everyone has access to free water. Students and staff are encouraged to have water bottles every day.
- Our Lady of Peace Catholic School aims to provide opportunities for every student to develop knowledge and skills for specific physical activities, maintain physical fitness, participate in regular physical activity, and understand the short and long-term benefits of a physically active lifestyle.
- Our Lady of Peace Catholic School will provide physical education class as part of its curriculum to students Preschool-8.
- Our Lady of Peace Catholic School will provide recess to students in grades Preschool-8.
- Classroom teachers will provide short physical activity breaks between lessons or classes as appropriate.
- Our Lady of Peace Catholic School will provide opportunities for students to participate in after school sports to encourage physical activity outside of the school day.
- Our Lady of Peace Catholic School will encourage students and parents to pack healthy school lunches and snacks.

### Birthday Treats

Our Lady of Peace Catholic School works to provide a safe learning environment for all children. Students may not bring in food for birthday treats on their birthday. Our reasons are as follows:

- Students may also be out of uniform on the day of their monthly birthday celebration. Students with summer birthdays will celebrate with the half-birthday month.
- We have a number of students that have food allergies, especially peanut, dairy, and gluten allergies. We do not want to endanger any of our students in any way.

We understand parents want to make their child's birthday special, and we would like to offer some positive alternatives to bringing in a birthday food treat. Please consider any of the following, but also, please know that it is not required, nor expected, that a child bring in something for his/her birthday.

- Families may send in a "birthday book" to donate to the school, or to the classroom library. Especially in the younger grades, the child would be invited to read it to his/her class as a way of sharing. We would also put a dedication sticker in the front of the book with the child's name.
- A family might consider sending in a new board game for the classroom, which all children could enjoy, such as a checkers board, deck of cards, dominoes, or any other board game of choice.

### Treats/ Snack

As a school staff, we also will not offer candy as rewards, incentives, or treats in the classrooms. Of course, teachers will acknowledge students' good work, but it will no longer be with a piece of candy or other unhealthy

treat. We too will find alternatives for praising our students.

K-3 classes will continue their morning snack, which is regulated by the teachers, and is encouraged to be a healthy snack. Classroom snacks must be peanut and tree nut free.

## Records

### Currently Enrolled Students

Parents, or legal guardians, may ask to review the contents of any records or data collected on or for their child. This may include any or all of the following:

- Identifying data
- Academic work completed
- Level of achievement test scores and grades
- Attendance data
- Scores on standardized tests
- Health data
- Verified reports or serious recurrent behavior patterns

The administrator must be given a reasonable amount of time to honor the request.

When a student graduates or transfers, student records will be sent to the new school upon request of the new school system.

### Home School Students

Grade level placement for homeschooled students transitioning back into Our Lady of Peace Catholic School is managed in the same manner as incoming students from other schools. Parents must provide the following student information:

- names of materials used for instruction
- work samples of student's academic achievement
- descriptions of methods used to assess student achievement, including standardized test score information

In most cases the student will receive credit toward graduation for the work that has been completed in the home.

## Health & Immunizations

Minnesota State Law (statute 123.0) requires that all children who are enrolled in a Minnesota public or non-public school must be immunized against the following communicable diseases. For a downloadable version of Minnesota State Immunization Requirements, see our website [www.school.olpmn.org](http://www.school.olpmn.org).

Minnesota's School Immunization Law						
	Hep B	DTaP/Td/Tdap	Polio	MMR	Hib	Varicella*
	hepatitis B	diphtheria, tetanus, pertussis		measles, mumps, rubella	Haemophilus influenza type B	chickenpox
Preschool (age 3-5)	xxx Hep A: xx	x x x x	x x x	x	x	x
Kindergarten	xxx	x x x x x 5 <sup>th</sup> shot not needed if 4 <sup>th</sup> was after age 4	x x x x 4 <sup>th</sup> polio not needed if 3 <sup>rd</sup> was after age 4	x x		x x
Age 7 through Grade 6	xxx	At least x x x	At least x x x	xx		xx
Grades 7-12	xxx	x x x x x 7 <sup>th</sup> grade only***	At least x x x Plus one more shot at age 11-12 years**	xx	Meningococcal For 7th graders	x x 7 <sup>th</sup> grade only

If a parent or guardian has a conscientious objection or if there is a medical reason, your child is unable to receive immunizations, the proper exemption, found on the back of the immunization form, must be completed. Please note that the conscientious objection requires a notarization. Children will not be able to enter school in September unless a completed immunization record or the properly completed exemptions have been turned in to the school.

Low cost immunizations are available for those who qualify through the Hennepin County Health Department. Call 612-348-2884 for clinic hours and locations.

\*Varicella shots are not required if the child has already had chickenpox disease. A second shot will be required for kindergarten and grade 7.

\*\* If a child received a Td at age 7-10 years they do not necessarily need another one at age 11-12. However, they must receive another shot of Td or T-dap 10 years after their last one.

\*\*\* An alternate 2-shot schedule of hepatitis B may also be used for students from age 11 through 15 years.

**Physical Exam**

A report of a physical exam, done within the past year by your healthcare provider, is required for all students entering Kindergarten and Grade 7. If your child has any health problems that may need special care, please inform the school.

### Medications

If your child requires medication, discuss a schedule with your healthcare provider that would allow the doses to be given at home. If it must be given in school, all medication (both prescription and non-prescription) can be given only with the written consent of the parent and the physician. The medication must be provided by the parent and be in a properly labeled bottle from the pharmacy. Medication must be kept in the school office at all times and be administered by school personnel. Consent forms are available from the school office or school nurse. The forms are also available from MPLS health.

### Annual Screening

Yearly screening programs provided by the local school district include vision, hearing, and scoliosis. Parents are notified when a potential problem needing further medical evaluation is identified.

### Emergencies

In the event of an emergency involving a child at school, a staff person will administer first aid. The staff person assisting the student will determine whether the emergency requires professional medical assistance. If the staff member determines that professional medical assistance is required, the staff person, or someone designated by the staff person, will contact 911 immediately. If the 911 personnel deems necessary, the student will be transported to a hospital. School personnel will gather the most current emergency medical information on file for the student, which will then be given to the paramedics upon their arrival. The school staff will notify parents, or in the event the parents cannot be reached, an emergency contact designated on the child's emergency form, of the emergency situation and the care given.

### Damage to School Materials

Any damage done to school property, including lost materials, must be repaired or replaced at the expense of the student.

### Emergency Drills

State mandated drills, including fire, severe weather, lockdown, and evacuation are practiced throughout the year according to state guidelines.

### Extended Day

Our Lady of Peace Catholic School Extended Day Program offers a before-school option and an after-school program for students. Extended Day provides a safe, fun environment with a variety of activities to meet the interests of the students. The students have the same behavioral expectations as the rest of the school.

- Early Morning Hours: (K-8): 7:00 – 8:00 AM
- After School Hours (K-8): 3:00 – 6:00 PM

### Admission

Extended Day is available to students in kindergarten thru 8th grade. The designated space allows for a daily maximum of 40 children. Staff to student ratio is 1:15. In order to ensure that adequate staffing is available and staffing ratios are adhered to, all students using Extended Day must be registered.

- Registration occurs online through TADS at the time of school registration. When you register, you

choose the number of days your child will attend Extended Day.

- Openings in the program are filled on a first come first served basis.
- Changes may be made throughout the school year depending on availability.
- Registration is dependent upon accounts being current.
- Once a TADS account is more than one month past due your child/ren can no longer use the Extended day service until the account becomes current.
- Extended Day billing is one month in advance of the service through TADS.
- Drop-ins are accepted on an emergency basis. Additional fees, such as late fees, release days, field trip costs, must be paid through online payments.
- If you wish to use our Drop-In schedule for extended day, Our Lady of Peace will need to know as soon as possible. You can register at any time. 24/7, the date, morning or afternoon session. Registration and payment will be required before dropping off your child. Our Extended Day director will receive a confirmation email letting her know the day(s) you will use the drop-in schedule. Fees: \$11 per morning, \$25 per afternoon
- Please call by 5:00PM if you will be late. Late fees may be assessed at a rate of \$15 per every 10 minutes after the 5:30 PM pick up if you fail to call ahead.
- Release days fees vary and will be posted at the time of sign up. Release Day fee plus any fees for tickets/transportation/food etc. must be paid through online payments prior to attendance.

### Arrival and Departure (Sign in/Sign out)

Attendance is taken as children arrive each day in the morning and again in the after school program. Parents are required to sign out their child/ren at pick-up time. If someone other than the parent/guardian comes to pick up your child, staff will need a written notification and will be checking identification of person(s) picking up your child. You may give this written notification via a handwritten, signed note or through email to [srevier@olpmn.org](mailto:srevier@olpmn.org). Parents are responsible for providing file copies of custody decrees or other documents relating to a non-custodial parent's contact with an Extended Day child.

### Absence

Please notify Extended Day staff if you know in advance that your child will be absent. If your child is not present during attendance and staff have not been notified of an absence, staff will contact the child's teacher, parents, and if necessary, emergency contact information. Notification can be made via written or email.

### Cold Weather

During cold weather months, staff asks that parents make a special effort to see that their children are dressed appropriately. The children will be required to wear the outdoor clothing that is sent with them when going outside. Children should be sent to Extended Day with warm coats, snow pants, hats and mittens. Children will not go outside if the air temperature and/or wind chill are zero degrees Fahrenheit.

### Communication

Staff will make an effort to communicate with parents on a regular basis to keep them updated on their child's activities. Parents with concerns regarding our procedures or policies should address the Extended Day Director. If the issue is not resolved, parents should contact the school principal.

### Emergency Procedures

In the event of an emergency, (fire, tornado, etc.) Extended Day personnel will follow appropriate school procedures for the safety of your child and, if necessary, evacuating the building. Students will be involved in periodic drills to practice emergency evacuation procedures.

### Food

Snacks will be provided to the after school Extended Day children. The snack is included in the after school fees. All snacks will adhere to healthy guidelines for children. Snacks will be eaten in the cafeteria and/or other designated spaces in the building. Homemade food or food from open packages may not be shared with other children.

### Personal Belongings

Children are discouraged from bringing toys and personal items from home. The Extended Day Program is not responsible for the loss or damage of these items. All clothing (indoor and outdoor) should be labeled with your child's name. With younger children, an extra set of clothing kept in the child's backpack is recommended.

### Playground

The Extended Day students are welcome to use the playground equipment on the school playground only when supervised by a staff member. Extended Day will have scheduled times for use of the playground.

Students must obey the following rules when playing on the equipment:

- Only one child on a slide at a time
- Children may only slide down the slides, never walk up the slides
- No sitting, walking or crawling on the main support of the monkey bars
- No jumping from one piece of equipment to another
- No pushing
- No pulling anyone using a piece of equipment
- Shoes and appropriate clothing are required. No clogs, sandals or flip flops.

Staff reserves the right to bar a student from using playground equipment for violations of these safety rules.

### School Closings

If it becomes necessary to close Our Lady of Peace Catholic School due to an emergency, Extended Day will also close.

### Transportation

Parents are responsible for arranging transportation for their children when using the Extended Day program. *At no time will a staff member transport a student for any reason.*

### Early Release and Vacation Days

Extended Day will also be offered on most school release and vacation days if enough families are interested. A sign-up sheet will be posted in the Extended Day room approximately two weeks prior to a release day. An additional fee is charged per student for a release day.

Families may choose to enroll in any one of the school-age childcare programs. Families must register for the programs if they choose to participate through TADS. Preschool and Prekindergarten parents, please see the Early Learning Program Handbook.

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## **Parent Involvement & Volunteer Opportunities**

### School Advisory Council

The Our Lady of Peace School Advisory Council is an advisory consultative body that meets with the pastor and

principal monthly. This council provides consultation in the areas of planning, policy, budget, and development. The committee does not address the day-to-day operation of the school, or supervision of personnel.

## Eagle's Nest

This group is open to all Our Lady of Peace parents, supporters and friends.

*Mission Statement:* To build awareness and secure support for enrichment opportunities and experiences that will build and enhance the community of Our Lady of Peace school while contributing to the OLP mission of providing excellence in academics, outstanding faith formation and spiritual growth, community, and outreach to all children preschool through 8th grade.

*Vision Statement:* Serve as the volunteer hub of the school by providing support in the following ways:

- Support OLP teachers and staff by assisting in volunteer coordination for enrichment opportunities
- Execute fundraising efforts in conjunction with school and parish staff
- Provide hospitality and classroom support through our volunteer network.

## Volunteer Requirements

Volunteers are always welcome at Our Lady of Peace Catholic School. In accordance to the Archdiocese of St. Paul and Minneapolis, all volunteers at parishes and schools within the Archdiocese who have contact with minors are required to complete a background check every three years in order to protect those we serve. In addition to background checks, all employees and volunteers must complete ongoing VIRTUS training through the archdiocese and sign an annual Code of Conduct.

Employees and volunteers of Our Lady of Peace Church and School who handle large amounts of money (\$250.00 or more) are required to fill out a Fair Credit Reporting Act. This allows Our Lady of Peace to obtain a credit report for the employee or volunteer.

Volunteer status is dependent on an acceptable background check(s), completing the VIRTUS class, and signing a current code of conduct. Background check(s) must be received, reviewed, and accepted before the volunteer begins his or her service. In the event the background check has not been conducted, the employee and/or volunteer may participate in one service experience but must never be alone with children and/or vulnerable adults.

All information related to the background check(s) will be kept in individual files in a secure location. This information will be kept confidential and under lock-and key. Volunteers may request to view their background check. Requests should be made to the Parish Business Administration.

## Classroom Visits

School visits by parents are welcomed and encouraged by the school staff. Advance calls to the office and the classroom teacher are required in making arrangements for your visit. **VIRTUS Certification, Background Check and Volunteer Code of Conduct are required to volunteer in any way for the school.** If you need to leave something for your child, please leave it inside door #1W on the table provided.

Upon entering the school via door #1W, all visitors must report to the school office. Visitors will be asked to sign in and to wear a visitor's badge while in the building.

# **Conflict Resolution**

Our Lady of Peace Catholic School recognizes the freedom of all members of the school community to voice their concerns in an appropriate manner to the appropriate school personnel. The school has a responsibility to facilitate communication and to provide procedural direction to parties who initiate complaints or concerns in accordance with this policy and regulations. All parties in a conflict situation shall be treated with respect and have the responsibility to treat each other with fairness, dignity and respect.

All parties in a conflict situation must recognize and respect the protocol, especially the principle of “first contact.”

## **DEFINITIONS**

- First Contact- The person who has the concern has a responsibility to begin addressing the concern directly with the person/s with whom they have the concern first before taking their concern elsewhere.
- Grievant- Member of the school community seeking relief.
- Respondent- The person with whom the grievant has a complaint, dispute or disagreement.
- School community- Students, parents and/or guardians

## **RULES AND PROCEDURES**

All parties in a conflict situation shall be treated with respect and have the responsibility to treat each other with fairness, dignity and respect.

In the event members of the school community have unresolved complaints, disputes or disagreements, the following procedure is used:

- A. If the conflict is not resolved through the First Contact, the grievant shall meet with the respondent and the respondent’s immediate supervisor to try to resolve the dispute.
- B. If the conflict is not resolved under (A.), the grievant shall meet with the school principal to try to resolve the dispute.
- C. If the conflict is not resolved under (B.), the grievant shall submit in writing the unresolved conflict and appeal again to the school principal within ten business days of the discussion. After which, the principal shall make a response in writing within ten business days and hold a conference with the grievant to attempt to resolve the matter.
- D. If the conflict is not resolved under (C.), the grievant shall submit in writing the unresolved conflict to the pastor within ten business days of the discussion with the principal (C.). After review, the pastor shall make a response through a communication with the grievant.