



Parent/Student Handbook

2023-2024

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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, scholarships for our families who are unable to pay the full cost of tuition, while also funding 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 aid 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 meetings with an open mind.
- asking for all sides of the story before drawing conclusions.
- developing positive relationships with your child(ren)'s teachers.
- being active members of the community by attending school events, volunteering, and/or joining a committee.

In turn, school staff will assist parents by:

- reinforcing school policy and authority.
- talk and act respectfully toward parents/guardians.
- contact parents/guardians directly involved in the concern and will not discuss school issues with parents/guardians not directly involved.
- demonstrate positive support for students and will not allow disagreements between staff members and parents to occur in front of students.
- maintain professionalism and confidentiality with issues concerning students.
- Allow for scheduled meetings and will make an effort to respond to parent requests for communication as quickly as possible on school days.
- listen to all sides of a story to help students and parents deal with difficult situations should they arise.

Academics

School Accreditation

The Minnesota Non-Public School Accrediting Association (MNSAA) accredits Our Lady of Peace Catholic School 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 Minnesota 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 student.

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

The preparation for sacraments are family centered with parent/child sessions planned to enrich the

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 grade 2 and Confirmation occurs in grade 8.

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. 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 21st 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 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

The music program includes: general music education, band, Mass Choir, and fall and spring concerts.

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 principles 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 are 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 assessed 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 communicated with parents at fall conferences, winter conferences, and then sent home at the end of each school year. Standardized test results are not part of a child’s grade.

Report Cards and Grading

Report cards are generated at the end of each trimester for students in grades K-8. Student progress can be tracked online by going to school.olpmn.org and clicking on the Educate by TADS link found under the Parents section. Each family will receive their own Educate login information.

Grading System

Grades K-4	Grades 5-8	Grades K-8 Successful Learning Behaviors
4 Exceeds Standards	A 100-94%	4 Consistently
3 Meets Standards	A- 93-90%	3 Frequently
2 Partially Meets Standards	B+ 89-87%	2 Sometimes
1 Below Standards	B 86-84%	1 Rarely
	B-83-80%	
	C+79-77%	
	C 76-74%	
	C-73-70%	
	D+69-67%	
	D 66-64%	
	D- 63-60%	
	F below 60%	

Retention in Grades K-4

If retention is being considered in grades K-4, parents will be notified by the end of January. A conference will be arranged at the end of the second trimester and again midway through the third trimester to discuss the student’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 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-4 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.

Academic Intervention (Grades K-4)

As part of our Believe and Read literacy program, students in grades 1-3 who have tested below the 10th percentile on their Oral Reading Fluency assessment will be eligible for pull-out reading support services. The frequency and duration of these services will be determined based on interventionist availability, teacher observation in the classroom, and need. If scheduling allows, students in grade 4 who are testing below the 10th percentile on their NWEA MAP reading test may be eligible for pull-out reading support services.

Students in grades K-4 who test below the 10th percentile on their NWEA MAP Math test may be eligible for pull-out math support if scheduling allows.

Parents or guardians of students who may be eligible for extra support will be contacted prior to commencing any services.

Middle School Academic Policies (Grades 5-8)

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. 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 needs to be turned in the next school day to the appropriate teacher, and the signed missing assignment sticker needs to be shown to the student's advisor the next morning.
 - Homework Help will be conducted after school each day with the teacher who issued it from 3:15-3:30pm.
 - Homework Help Passes (2) will be given to each student at the beginning of the school year. Passes may be used at the student's discretion to be excused from Homework Help that night. However, students will still receive a missing sticker that needs to be signed by a parent/guardian
- Tardy to Class: Students who are tardy to class must show a tardy pass. If a student is tardy at the beginning of the school day, the pass will be issued by the front office; if a student is tardy coming from another class, the student must have a pass from the previous teacher.

Academic Intervention for Passing a Class in Grades 5-8

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, student, and parents/guardians to determine the course of action if intervention is needed.

Students with Individual Education Plans (IEPs)

Minneapolis Public Schools provides services related to IEPs. Students entering OLP with and IEP should provide a copy to the school office so administration can coordinate with MPS for services.

Campus Life

Arrival & Dismissal

Students not attending morning Extended Day will enter the building at 7:45am. Students who enter the building before 7:45am must have permission from an OLP staff member and be supervised.

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 7:45am-8:00am and 3:00pm-3:15pm on days school is in session. For the safety of our students and staff, please use Car Line if your student(s) are being dropped off or picked up with a vehicle.

A typical morning looks like this:

Student Grade	Mode of Transportation	Door
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 <i>Cars should proceed through the Car Line as indicated in the parking lot. Students should remain in the vehicle until called forward.</i>	7E
6-8	Car <i>Cars should proceed through the Car Line as indicated in the parking lot. Students should remain in the vehicle until called forward.</i>	3N

Dismissal Car Line begins at 3:00pm. Students should remain in their homeroom or advisory classes until their name is called and should then exit the building through the door in which they arrived.

- When picking up students 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.

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 not picked up by the end of Car Line will wait in the School Office. At 3:20pm, any students remaining will be sent to Extended Day and charged the drop in fee.

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 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

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.

Recess will be held indoors if it is raining or the temperature/wind chill factor is below zero degrees. Students may stay inside with a note from your doctor stating a physical reason; otherwise, all students will participate in recess.

- 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.
- Consequences for Inappropriate Behavior during Recess
 - First warning is verbal

- Second warning, the student sits/stands at the wall
 - K-2 ~ 3 minutes
 - 3-5 ~ 4 minutes
 - 6-8 ~ 5 minutes
- Third Warning
 - Student will be asked to remain at the wall for the remainder of recess. A recess supervisor will contact a parent/guardian of the student the same day to communicate what happened.

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 extra curricular 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. Please see "Parent Involvement and Volunteer Opportunities" for more information.

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.

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 by 9:00 am. The office will contact parents who have not reported a student's absence.

Excused Absences

- Illness with a parent/guardian communication and/or doctor's note
- Funeral
- Family emergency
- Doctor/dentist appointments

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 student(s)' teacher(s) and the school office.

- Make sure that your student will not be gone for important assessments, standardized tests, end of year assessments, end of trimester assessments, etc.
- Homework/schoolwork missed will be provided to your student(s) 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 8:00am. 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, parent/guardian, 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 student 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/guardian 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 parent/guardian will be required to participate in a conference with the principal and homeroom teacher before the student will be readmitted to school.
- The student will be placed on an 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 student may be required to meet with the school counselor.
- The parent/guardian will need to communicate with administration and/or the student's homeroom teacher/advisor on the student's progress regarding changing this behavior.
- A second truancy violation will result in more serious consequences, up to and including expulsion from school.

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

Code of Conduct and 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 that 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 write according to the teachings of Christ
 - Standing up to negative peer pressure
 - Practicing and promoting honesty
 - Working hard and persevering
 - Doing own work
 - Being able to admit to a mistake and learn from it
 - Fulfilling commitments
4. Develop decision making skills
 - Thinking before acting
 - Practicing self-control
 - Realizing how decisions affect others
 - Accepting responsibility for one's choices and actions
5. Resolve conflict peacefully
 - Learning when to confront, when to compromise, and when to give in
 - Solving disagreement by talking, listening carefully, and compromising
 - Avoiding physical and verbal aggression
 - Working toward fair solutions to conflict
 - Communicating honestly with others

Discipline for Grades K-4

Our Lady of Peace is dedicated to fostering the growth of the whole student. By using “reset and rejoin,” we strive to continue to help our students learn from their mistakes, foster positive relationships with others, and understand the importance of restoring relationships when needed.

Teachers of students in grade K-4 will utilize strategies learned in professional development provided by The Catalyst Approach to create peaceful, conducive learning environments for all students; however, there may be times when other interventions may need to be implemented. Teachers will strive to do the following if those situations arise:

1. If a student is still struggling after the teacher uses his/her classroom management strategies, the student should be asked to “reset” and move to a dedicated area in the classroom where that might happen.
 - a. A student may be asked to reset for actions that violate the Code of Conduct or disrupt the learning environment of the classroom.
2. 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 about the behavior and help the student recognize how to make a different choice in the future.
 - a. Parent/guardian will be notified via email the same day if a student needs to frequently reset during the school day or during a certain class.
3. If a student cannot seem to return to the classroom after time to reset, that student may need to move to another location.
 - a. Parent/guardian will be notified via email the same day by the teacher who asked the student to move to another location indicating what led to that decision and how that student can be successful in the classroom the next day.

Discipline in Middle School (grades 5-8)

Our Lady of Peace is dedicated to fostering the growth of the whole student. By using Reflection and Restoration (R&R), we strive to continue to help our students learn from their mistakes, foster positive relationships with others, and understand the importance of restoring relationships when needed. Please note, the specific procedures listed below for students in grade 5 begin during Trimester 2 to allow students time to adjust to middle school expectations.

Teachers of students in grades 5-8 will utilize strategies learned in professional development provided by The Catalyst Approach.

- 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.).
 - a. The student will serve the R&R session the day it is issued after school from 3:15-3:30pm with the staff member who issued the R&R.
 - During this time, the student will reflect on his/her behavior, what he/she has learned from it, and what relationships may need to be repaired.
- *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.) .
 - a. An R&R session will be issued to the student via a slip labeled “Reflection & Restoration.”
 - b. The student will serve the R&R session the day it is issued from 3:15-3:45pm with the staff member who issued the R&R.
 - During this time, the student will reflect on his/her behavior, what he/she has learned from it, and what relationships may need to be repaired.
- Special Circumstances

- a. If 2 or more are given in the same day, all teachers that gave out the R&Rs will be present after school.
- b. Three or more Level 2s in one trimester = meeting with administration and parents.
- c. Four Level 2s in one trimester = in school suspension and discussion about a behavior plan.

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.

Students who engage in physical contact will be removed from the situation for a certain period of time based on age. The OLP staff member who witnessed the incident will inform parents the same day via email about the incident and what the consequence was. Administration will be copied on the communication home and intervene if needed. The breakdown is as follows:

- K-2: removal for 30 minutes with an email home; second time parent pick-up, third time parent pick-up and meeting for behavior contract before student returns
- 3-4: removal for 60 minutes with an email home; second time parent pick-up, third time parent pick-up and meeting for behavior contract before student returns
- 5-8: removal for 90 minutes with an email home; second time parent pick-up, third time parent pick-up and meeting for behavior contract before student returns

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 administration 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:
 - a. parent/guardian will be notified immediately
 - b. The student will be removed from the classroom or activity
 - c. 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
 - d. Students in violation of number 1, 2, or 3 from above will be expelled immediately
 - e. 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 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/guardian 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/guardian, and administration will be scheduled; a police report will; suspension from school may be imposed and a behavior contract may be written
- 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-alike 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.

Harassment and 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 that is 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
- Physical harassment
 - Any unwanted touch
 - Using objects to make contact with another person (i.e. throwing objects, poking, pushing/shoving, hitting, tripping, etc.)
- Emotional harassment
 - Hurting feelings by using consistently negative or unwanted behavior (i.e., exclusion, isolation, imitation, intimidation, etc.)
 - Teasing, making fun of, mocking another person in word (written or verbal) or deed
- Cyber harassment
 - Using modes of technology (cell phone, social media, websites, etc.) to display any of the above behaviors

Faculty and staff will do the following to prevent bullying and help students 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 student 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 students 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 extracurricular activities or school events until the entirety of the consequence has been completed
- Community service: the student may 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 the school as well.
- Parent/guardian meeting or 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 administration 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.

Communication

At Our Lady of Peace Catholic School, we strive to communicate information in a variety of ways in a timely fashion.

School Website & Calendar

Our website, 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 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. If you are not getting the weekly newsletter from your student's teacher, please email them to have your email address added to the distribution list.

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. If you are not getting the Weekly Brief, please email the Office Manager, Cathy Bergen, at cbergen@olpmn.org.

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 or email their student's teacher or advisor if a need arises for a conference at another time.

School Closings

If school needs to close to inclement weather, the decision will be made as soon as possible based on information from weather forecasts. OLP administrators, along with a team of individuals including the Facilities Manager, will communicate with the community about these closures keeping in mind the safety of both students and staff.

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.

Between the hours of 7:45am and 3:15pm, our teachers are with students and may not be able to receive or return messages quickly. Teachers will return your message within two school days. Your child's advisor in grades 5-8 serves as the central communicator for the other Middle School teachers.

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. Oftentimes stores like Target and Old Navy carry these items as well. Please notify the school office if you have challenges finding school uniforms.

General Dress Code Expectations

We believe that how students dress and present themselves is a reflection of who they are and how they are able to productively participate in the school day. Therefore, whether a student is in uniform or out of uniform, the following guidelines should be followed. 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 may call home to see if a parent/guardian might be willing to bring appropriate clothing to school for the student.

- Dress may not be a distraction to student's learning - that could include learning of oneself or classmates
- Hats and hoods may not be worn inside the school or church buildings
- Henna or similar tattoos are prohibited
- Jewelry which could be posed as a danger or distraction is prohibited
- Unnatural hair color is prohibited
- Unnatural looking make-up is prohibited
- Bare midriffs and/or visible undergarments are prohibited (no halter tops; no spaghetti straps)
- Skirt and/or short length must be modest and appropriate for the learning environment (for example, shorts worn under a skirt should not be visible)
- Uniform shirt must be worn under any optional top layer on days when student is in uniform (this applies to the Friday Marathon shirt, as well)
- Clothing should be clean, with no rips or tears

Girls' Uniform

- Shirts
 - Collared polo (plain, no logo) that is white or light blue in color and long or short sleeved
 - Should be able to be tucked in
- Pants/Shorts
 - Navy blue uniform pants or uniform shorts (twill or chino in style) that do not have extra pockets or could be considered “athletic” in nature
 - Leggings or tights (navy blue or white) may be worn under skirts or jumpers
- Skirts/Jumpers
 - K-4: choice of jumper (Plaid 59, 1017) or plain navy skirt
 - 5-8: choice of skirt (Plaid 59, 1017) or plain navy skirt
- Optional Uniform Top Layer
 - Navy blue quarter-zip with OLP logo that can be purchased from Educational Outfitters
 - Navy blue cardigan sweater
- Shoes/socks
 - Athletic shoes that can be tied (or fastened) at all times and cover the entire foot. Crocs, sandals, etc. are not considered athletic shoes.
 - Socks should be white, black, or navy blue.

Boys' Uniform

- Shirts
 - Collared polo (plain, no logo) that is white or light blue in color and long or short sleeved
 - Should be able to be tucked in
- Pants/Shorts
 - Navy blue uniform pants or uniform shorts (twill or chino in style) that do not have extra pockets or could be considered “athletic” in nature
- Optional Uniform Top Layer
 - Navy blue quarter-zip with OLP logo that can be purchased from Educational Outfitters
 - Navy blue cardigan sweater
- Shoes/socks
 - Athletic shoes that can be tied (or fastened) at all times and cover the entire foot. Crocs, sandals, etc. are not considered athletic shoes.
 - Socks should be white, black, or navy blue.

Out of Uniform Days/Out of Uniform Passes

There are times throughout the school year where students will be allowed to be out of uniform. In addition, there are different ways students can earn out of uniform passes, which can be used at a student's discretion, with the exception of Mass days. On these days, the following dress code should be followed in addition to the general expectations listed above:

- Clothes with offensive images or language are prohibited
- No sandals, slippers, or flip-flops
- No pajamas (this includes flannel pajama bottoms)

Marathon Shirt Fridays

Students who participate in Marathon by raising any amount of money will earn a Marathon tshirt. Marathon tshirts will be distributed the week of Marathon (generally the first week of October) and students may begin wearing them on Fridays instead of the school uniform.

Students should wear the current year Marathon tshirt and only the uniform quarter-zip may be worn as a top layer.

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 professional 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, depending on the violation's nature and degree.

Discipline 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 and, when possible, provides these devices. Electronic Devices include but are not limited to Cell Phones, MP3 Players, iPods, PDAs, iPads, Notebooks, Laptops, Chromebooks, and other similar devices.

Students should power off and store these electronic devices in their lockers unless used in the classroom with teacher direction.

Staff will confiscate any personal devices used without permission during the instructional day. Staff will bring confiscated personal devices to the school office. The parent must see the principal at the end of the school day to retrieve a confiscated device.

School administration and staff may search any electronic device brought onto campus. Searching includes all electronic content 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.

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

Cell Phones

Students who bring their personally owned cell phones to school take full responsibility for his or her device. Our Lady of Peace is not responsible for the security of the cell phone. The student is responsible for the proper care of his or her cell phone, including any cost of repair.

At school-sponsored activities, students are expected to use devices in a respectful manner that is in line with the Our Lady of Peace Code of Conduct and in compliance with school policies. Use of cellular phones or other personal devices is strictly prohibited in restrooms both during the school day and at school-sponsored events.

- Elementary/Intermediate School (K-4)
 - Students are strongly discouraged to have cell phones on school grounds. If a phone is required/needed, the cell phone must be powered off and securely placed in the student's backpack from 7:45 am to 3:15 pm. OLP is not responsible for any lost or stolen cell phones.
- Middle School (5-8)
 - Cell phones are to be turned off while in the building (7:45 am - 3:15 pm) and must be turned in to the student's advisor at the beginning of the school day where it will be securely stored. Cell phones will be returned to students at the end of the school day. If a student is late to school or leaving early for an appointment, they may securely store their cell phones in the front office.

Staff will confiscate any cell phones used without permission during the instructional day or being misused at school-sponsored events. Confiscated personal devices will be brought to the school office. The parent must see administration at the end to retrieve a confiscated device, and all future privileges regarding the use of the cell phone may be forfeited.

OLP 1:1 Technology Device Program and Policies

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 5th through 8th 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

- Middle school students and parents are required to attend an annual orientation meeting.
- Students will receive their assigned devices at the discretion of the middle school staff. Students will start bringing their devices home after both student and parent have attended an orientation meeting.
- Annual orientation meetings are held on Back to School Night. Students and parents who cannot attend must make alternate arrangements to meet with Mrs. Jameson.

Academic Purpose

- OLP provides the 1:1 device to enhance the student education experience at Our Lady of Peace. OLP staff may revoke device access for abusive or inappropriate conduct at any time.
- Students will use their devices in classrooms when permitted by teachers and in a manner appropriate to the content the teacher covers.
- Our Lady of Peace staff monitors 1:1 device content and usage.
- Inappropriate content/behavior covers but is not limited to cyberbullying, downloading (music, games, apps, extensions, etc.), defacing cases/covers, violating copyright laws, plagiarism, viewing, sending, receiving explicit/adult content, and not following instructions.
- 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.
- The school administration will handle severe cases and appropriate actions taken.
- Teachers may confiscate the 1:1 device if a student fails to follow directions.
- Students may retrieve confiscated devices from the Library Media Center.
- All offenses will be documented and tracked.

Check-out

- Students will check out their assigned 1:1 device at the beginning of the school year. Students should use their devices and not anyone else's. Passwords and logins should also remain confidential with the individual students.
- 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.
- Students should leave their charging cords 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. The replacement cost for lost or damaged charging cords is \$75.

Charging

- Students should be careful when plugging in the charging cord and check that light on the left side of the device turns orange. Choose a safe, secure place to charge the device.

- Students should charge their devices daily.

Communication

- Students and OLP staff should use their OLP-issued email for all communication. Please use the following guidelines when sending an email:
 - First, determine if email is the appropriate method of contact. Face-to-face communication is the most effective method.
 - Next, follow the OLP email etiquette policy. Students have a copy of this policy.
 - Emails should use appropriate and responsible language.
 - Emails should only be sent to the individual or individuals who need the information. Mass emails should be limited.
 - Ensure the email is for a school-related purpose.

Copyright and Plagiarism

- Students will abide by all copyright laws. Students must cite the use of copyrighted material using OLP's NoodleTools subscription.
- Students will do their own work. Using someone else's work and presenting it as your own is plagiarism. Copying homework, quiz answers, test answers, artwork, and written words are examples of plagiarism.
- Plagiarism will not be tolerated and is considered a violation of our code of conduct.

Device Care

- Students should keep their devices away from food, liquid, and debris.
- Students should use and charge on a flat surface. Devices should be kept from lying or charging on the floor.
- Students should keep the area between the screen and the keyboard clear of objects. Any pen, pencil, earbud, etc., kept there will damage the screen.
- Students should treat their 1-1 device with respect. When transporting their device, the students should use the provided case strap, case handles, or in their backpacks.
- 1-1 devices and cases should be free of any decoration.

Device Use

- OLP devices are available from 6:30 am to 10:30 pm.
- OLP provides devices for school-related work on campus and at home.
- Students should arrive at school with a fully charged device every day unless told otherwise.
- Students who forgot their devices will receive a Restoration and Reflection Level 1 to be served that afternoon. Students can call home and ask their families to bring the device to school. When possible, the student will get a loaner device. If no loaners are available, the student must make up all the day's work.
- Students who forgot to charge their devices will receive a Restoration and Reflection Level 1 to be served that afternoon. The student can use their advisor's emergency charging cord or bring their device to the library when possible. When possible, the student will get a loaner device. If not, the student must make up any missing work.
- Students may use their 1-1 device with permission of the teacher in the room.
- Students may use earbuds with the permission of the teacher in the room.
- OLP staff will install any apps or extensions needed.

- Students in Extended Day or waiting for after-school activities may use their devices for homework with adult supervision and prior permission.
- The outside case pocket is for storing writing utensils and earbuds.

Internet

- OLP uses a filter to block student access to sites they deem inappropriate.
- OLP monitors internet use. Students who access non-school related or inappropriate sites will get limited access to the Internet.

Privacy

- OLP staff may inspect any device at any time.
- OLP staff monitor the student files, emails, and internet activity. Staff who discover inappropriate content will assess the degree of offense. If minor, the student must delete all inappropriate content, and appropriate discipline will be enforced.
- The school administration will handle severe cases 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.

Recording - audio or video

- Students must have the permission of anyone they wish to record.
- Students must use the device in a manner that complies with State and Federal laws and OLP policies.
- Any recording during instructional time is at the teacher's discretion, 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 recordings without the teacher's permission..

Repair

- Accidents happen. Students will immediately report all problems and damage to the School Library Media Center. Students will be issued a loaner device while theirs is repaired or replaced.
- Each device has accidental damage protection, which covers the repair cost for one accident. If a device is damaged a second time, OLP will charge the repair costs to the family.
- Students will report the loss/theft of their device to their parents/guardians, OLP Administration, and proper authorities within 24 hours. If the device is not found, OLP will charge the fair market value to the family.

Return

- Students should return their devices, charging cords, and cases in the condition they were received. There is a \$5.00 charge per item for items returned without OLP barcodes.
- The replacement cost for lost or damaged charging cords is \$50.
- OLP staff will assess any case damage and the repair cost charged to the student's family. The replacement cost for a case is \$50.
- Students who leave OLP during the school year must return the 1:1 device to the OLP office and any other accessories when they leave.

Policies & 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. 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 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 on or before July 25 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.
 - 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 25th 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 the student(s) for the next school year will be withheld. Enrollment may be discontinued at the end of the school year.
- If tuition 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.

Withdrawal by this date	Percentage of total tuition due
Sept. 30	25%
Nov. 15	50%
Jan. 15	75%
Withdrawal AFTER this date	Percentage of total tuition due
Jan. 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. ELP financial aid is only available for those students enrolled as part of our full-day 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.

Scholarships

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 scholarships 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.

Scholarships 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 scholarships will meet to consider awarding scholarships.
4. Tuition agreements will reflect scholarships.

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 administration 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.

- Some non-food ideas for a birthday treat include, but are not limited to: playdough, pencils/pens, stickers, goodie bags, bubbles, funky straws, etc.
- If you are planning on having a party for your student(s), please remember that feelings of being left out do happen. Unless the entire class is being invited, please refrain from handing out birthday party invitations at school. A parent directory can be found on Educate for email addresses.

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-4 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 at 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.

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 th shot not needed if 4 th was after age 4	x x x x 4 th polio not needed if 3 rd 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 th grade only***	At least x x x Plus one more shot at age 11-12 years**	xx	Meningococcal For 7th graders	x x 7 th 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 Screenings

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 Property

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 (ELP-8): 7:00am - 7:45am
- After School Hours (K-8): 3:00pm - 5:30pm

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 or 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 for drop in are:
 - \$11 per morning
 - \$25 per afternoon
- Please call or email 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.

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 the Extended Day Director. 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 ask 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 weather or 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.

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 for more information on the ELP afterschool program.

Parent Involvement & Volunteer Opportunities

School Advisory Council (SAC)

The Our Lady of Peace School Advisory Council is an advisory consultative body that meets with the pastor and administration monthly during the school year. This council provides consultation in the areas of planning, policy, fundraising, marketing, and development. The committee does not address the day-to-day operation of the school or supervision of personnel. Opportunities to apply for SAC generally are communicated in the spring.

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 an integral part of the success of many OLP events and programs. With the dedication of parent and community volunteers, Our Lady of Peace can provide meaningful experiences to students through social, community building, and fundraising efforts.

We are asking each family to volunteer four (4) hours of their time this school year in order to meet the various needs we have in our school and community. More ideas and to log your volunteer hours can be found at school.olpmn.org/volunteer-opportunities/.

All OLP School Volunteer programs are run through Eagles Nest, OLP's Parent Organization. These programs include (but are not limited to)

- Social events: *Jingle Mingle, Trivia*
- Fundraising Events: *Gala, Pumpkin Patch, Dine Out*
- School Events: *Halloween Party, Christmas Market, Las Posadas, Book Fair*
- Classroom Programs: *Jr Achievement, Art Adventure, Guest Readers, Reading Buddies, room parent, chaperones and more*
- Behind the Scenes: *School ToolBox School Supplies, Communication/newsletters, Social Media Influencers, Book Repairs, Hospitality*

In accordance with 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. 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. Please reach out to the school office to check your status or begin the process.

Volunteers working with money should meet with the Business Administrator in order to determine both the budget for the event and protocols when handling money.

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.

Each year, school administrators, OLP teaching staff, and School Advisory Council will review the school program and policies to ensure good programming and fiscal administration.

Any changes made to the Parent/Student Handbook during the school year will be communicated.
