



# **Student and Family Handbook**

## **2023-2024**

### **Mission Statement**

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



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

## **PHILOSOPHY OF PRINCE OF PEACE CATHOLIC SCHOOL**

### **Purpose of Education**

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

### **Religious Dimension**

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

### **Role of the School**

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

### **Role of the Curriculum**

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

### **Role of the Teacher**

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

### **Role of the Parent**

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

### **Role of the Student**

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



## **ACADEMIC PROGRAMS**

Core instruction is provided in English. The core program of daily classes at Prince of Peace includes:

Religion, Reading, Language Arts, Mathematics, Science, and Social Studies. We follow the Common Core State Standards and Archdiocesan directives. Prince of Peace Catholic School is accredited by the state of Illinois.

Other classes provided for the students include Art, Physical Education, Library, Music, Spanish. Students in grades K-6 will have class once a week, and students in grades 7-8 will have class twice a week. Classes are staffed by personnel from the Discovery Language Program.

### **Additional curricula**

Health Education – includes human ecology and health, growth and development, as well as family life topics. In Prince of Peace Catholic School's middle school curriculum in Life Science, specifically when covering cell division, information about cancer, types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help is taught. This also includes information on the prevention, transmission, and spread of AIDS.

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

### **Religious Education**

#### *Liturgy*

All students in grades K-8 attend Mass every Monday at 8:00am. Liturgies and prayer services are prepared by the children with the guidance of their teacher.

#### *Sacraments*

The Sacrament of Reconciliation for the children in 2nd grade is celebrated in January or February. The reception of the Eucharist for the children in 2nd grade usually takes place in May. The students are prepared while in 7th and 8th grade for the reception of the Sacrament of Confirmation, which is conferred each year in October on the freshman (9th graders) in the parish. Prior to the reception of the sacraments, parent meetings will be held to help parents understand and share the responsibility of preparing their child for the reception of the sacraments. Requirements and expectations will be explained in detail and opportunities will be presented.

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

#### *Religious instruction*

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

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

#### *Prayers*

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

#### *Altar servers*

Students are trained to be altar servers in 4th grade and have the privilege of serving school Masses and Prayer Services as well as weekend Masses.

#### *Choir*

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

#### *Parish Priests*

The parish priests are involved in the religious formation of our students. They are invited to visit classrooms and to supplement classroom instruction. They meet with the 2nd graders prior to the reception of the sacraments, as well as Confirmation candidates during years one and two.

## **ADMINISTRATION**

Under the guidance of the Archdiocese of Chicago, the parish at Prince of Peace Catholic Church, the administrative team, along with the School Advisory Board and Pastor, oversee the operation of the school.

Educators from Prince of Peace Catholic School, along with administration, are responsible for creating, implementing, and upholding policy as stated in the handbook. Prince of Peace Catholic School, through the Principal, retains the right to amend the handbook for just cause with or without notice. Quickly changing circumstances or events will be considered just cause; however, the school will attempt to inform parents of all changes as soon as possible.

### **Administrative Team**

Pastor, Rev. Gerald G. Walsh

Principal, Mrs. Erica Whitmore

Associate Pastor, Fr. John Hetland

Business/Operations Manager, Barbara Ruhl

## **ADMISSION POLICY**

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

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

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

## **Non-Discrimination Schools**

(Archdiocesan Policy 139)

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

The school complies with applicable federal and State law prohibiting discrimination, including, but not limited to:

- A. Title IX of the Education of Amendments of 1972 (20 USC 1681 et. seq.)
- B. The Individuals with Disabilities Improvement Act (20 USC 1400 et seq.)
- C. The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)
- D. Title VI of the Civil Right 1964 (42 USC 2000d et seq.)
- E. Title VII of the Civil Rights act of 1964 (42 USC 2000d et seq.)
- F. The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.)

Plyer V Doe, 457 U.S. 202, 102 S Ct 2382 (1982); Catholic schools shall admit students regardless of their citizenship status, provided that the students(s) meet all other admissions requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.” Resources for Migrants and Refugees (office of Human Dignity and Solidarity) - See Educational Policy Manual 202.01 State Recognition – “All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education School communities and their principals must comply with these requirements annually to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

## **Admission Priorities**

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

1. In light of the above prerequisite for consideration for admission a student will be eligible for admission to Prince of Peace Catholic School according to the priorities listed below.

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

- a. Children who are currently attending Prince of Peace Catholic School in grades Preschool-8
  - b. Children of registered parishioners who have other children enrolled in Prince of Peace Catholic School
  - c. Children of supporting and active parishioners who do not have children currently enrolled:
    - By basis of length of time registered in the parish
    - By length of time as a supporting parishioner
  - d. Children of Catholic families who attended a Catholic school that has been closed by the Archdiocese in the previous year;
  - e. Children of non-registered Catholic families that have newly moved or transferred into the parish boundaries and were attending Catholic schools at their previous residence;
  - f. Children of non-registered Catholic families;
  - g. Children of non-Catholic families
2. Parishioners' children not accepted will be placed on a waiting list. First on the list will be children of supporting parishioners, then children of non-supporting parishioners.
  3. When an opening becomes available, parents on the list will be notified accordingly. They must accept the opening at that time or lose their place on the waiting list.
  4. Requirements for students returning to Prince of Peace Catholic School:
    - a. Each student must be re-registered in January of the current school year for the following academic year. Students that are not registered in January risk losing their space at Prince of Peace Catholic School, as open registration begins on the Monday of Catholic Schools Week. (Traditionally the last week of January.)
    - b. Each family must pay a non-refundable registration deposit annually. This amount is to be determined by the School Advisory Board and is due with registration in January.
    - c. Parents must commit themselves to fulfilling their financial obligations to the school and the parish.
    - d. Past financial obligations must be paid up-to-date.
    - e. Students must have new medical forms completed in accordance with the School Code of IL, Chapter 122, and Section 27-8.1.
    - f. Students must have dental forms completed in accordance with the School Code of IL, Chapter 122, and Section 27-8.1.

Prince of Peace Catholic School reserves the right to decline enrollment to any applicant whose placement may impair the health, safety, well-being, or educational progress of other students. In addition, enrollment may be declined to any applicant whose special needs might not be met by the

program or staff of the school. These decisions shall be at the Principal's discretion after consultation with the Pastor, faculty, or other appropriate individuals or agencies. New students enrolled after the first day of school will be on a probationary basis with a one-month and three-month check in.

### **Age Requirements For Admission**

Entrance age requirements according to both State of Illinois and Archdiocesan policy are:

The child must be 3 years old on or before September 1 to be eligible for 3-year-old preschool program.  
The child must be 4 years old on or before September 1 to be eligible for 4-year-old preschool program.  
The child must be 5 years old on or before September 1 to be eligible for kindergarten.  
The child must be 6 years old on or before September 1 to be eligible for first grade.

When registering a child at Prince of Peace Catholic School for the first time, a birth certificate with the registration number on it is required. A government-issued passport is sufficient if the birth certificate is not found. A copy of the Baptismal certificate is required for all students not baptized at Prince of Peace Catholic Church.

## **AFTER SCHOOL PROGRAMS**

### **Extended Day Program**

The Extended Day Program is available for all students enrolled in PreK-8. Care is available for a nominal fee from 6:30-7:30am (6:30-8:30am for PK) and from 2:15-6:00pm. The program is flexible and will accept children who are pre-registered in this program throughout the year. Children are expected to follow the rules of the school. Discipline issues will be handled by the staff and reported to the principal. Consistent lack of cooperation may result in the child(ren) being dropped from the program.

### **Band**

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

### **Chess Club And Other Outside Company Clubs**

These are offered for enrichment and are held one day a week. Payments are made directly to the sponsoring company. Information will be sent home each trimester.

### **Prince Of Peace Sponsored Clubs**

Sometimes additional clubs are offered after school, including but not limited to: Garden Club, Student Council, Yearbook, POPRocks (FIRST Robotics), and Rocket Club. Information about these clubs will be sent out via the POP Newsletter.

### **Academic Probation**

Extracurricular activities are important in the development of a child. However, academic success is the primary purpose of attending school. It is expected, therefore, that each participant maintain acceptable grades. Students with failing grades (U) will be ineligible to participate in clubs for two weeks. Teachers will notify the instructor when they are ineligible.

## Practice Policy

- Grades K-3 - up to 2 practices/meetings per week (not to exceed 2 hours per week)
- Grades 4-6 - up to 2 practices/meetings per week (not to exceed 3 hours per week)
- Grades 7-8 - up to 3 practices/meetings per week (not to exceed 6 hours per week)
- Practices/meetings/clubs MUST end by 8pm

## ATHLETICS

Prince of Peace affords its students opportunities to participate in extracurricular programs which include cross country, volleyball, basketball, and track and field for students in grades 4-8. The extra curricular program includes both instruction and competition. Student participation is voluntary. Participation fees must be paid before the first practice session. Parents must attend a parent meeting at the beginning of each season. Those participating are required to provide parental permission for participation, and emergency information before they can begin to practice.

The sports program is important in the development of a child. However, academic success is the primary purpose of attending school. It is expected, therefore, that each participant maintains acceptable grades. Students with failing grades (U) will be ineligible to play or practice for two weeks. Teachers will notify the Athletic Director who in turn will notify the coaches. Behavior problems may also become a deterrent to remaining a team member. Any student earning an in-school suspension will be ineligible to play or practice for two weeks. Any student earning an out-of-school suspension will forfeit his/her place on the team.

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

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

## School insurance

The school does not provide automatic student accident insurance. School insurance for children, especially those not covered by family insurance, is recommended by the Archdiocese. Forms for individual coverage are distributed in the summer packs each year and are to be returned with payment on the first day of school.

## ATTENDANCE

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

Students who are absent for 3 or more days need a doctor's note to return to school. If a child is ill and must be home from school, the parent or guardian is to **call the school office before 8:15am at**

**847-356-6111 on each day of the absence.** Communicable diseases are to be reported to the school office in order that the parents of other children in the class may be notified. This procedure is followed to ensure the safety of each child. The name of the sick child is not divulged.

### **School Hours**

Arrival doors open	7:15am
Morning start bell	7:40am
Lunch/Recess	10:55-12:15
Bus rider dismissal	2:00pm
Car rider dismissal	2:15pm

### **Arrival of students**

Students are to arrive at school no earlier than 7:15am. Parents will walk their children to the school doors in the morning. The Extended Day Care program is available beginning at 6:30am for children who need to be dropped off prior to 7:15am. A nominal fee is charged for this service. Children must be pre-registered to use this service.

### **Bus transportation**

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

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

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

### **Tardiness**

Being tardy is disruptive for the student, the class, and the teacher. Each child is to arrive at school before 7:40am in order to be prepared to begin the day with prayer. Morning work varies by classroom, and students will be expected to complete the work either in the morning or later in the day, possibly as homework. A child is considered tardy if he/she arrives in the classroom after the 7:40am bell has rung.

Each tardy, whether excused or not, is recorded on the child's report card and in their permanent file. Students arriving more than one hour late will be marked one half day absent. Students are responsible for making up the work that has been missed. Excessive tardies may result in disciplinary action after a discussion between parents and administration.

### **Dismissal**

Monday through Thursday, bus riders are dismissed at 2:00pm, school doors open for car rider pick up at 2:15pm each day.

The school office personnel and classroom teacher are to be notified **in writing** about any changes in after school transportation or after school care for your child – this includes a child going home with another parent. Bus riders must ride the bus to which they are assigned.

## Parking lot procedures

### *Drop Off*

Effective August 24, 2022, parents will park in the school parking lot and walk their children to the Parish Hall doors. They will be greeted by POP faculty or staff who will get the children from the door to their classroom. Please refer to the diagram below for where to park.



School drop off is between 7:15am and 7:40am. The buses will be arriving between 7:30am and 7:40am and will unload in the bus lane.

### *Pick Up*

School dismissal is at 2:15. Parents may park towards the west side of the parking lot. Parish activities occur throughout the week, so the parish end (northwest) of the parking lot needs to remain available for parishioners.

Teachers will bring their classes to the School Hall and the doors will open to parents to pick up their children at 2:15. Please follow the door signs for entering and exiting. Once inside, please follow the path up and around the middle dividers as you pick up your child(ren) from their class spot(s). Once you have picked up your child(ren), please proceed back to your car.

If you would like to discuss any concerns or ideas regarding your child with their teacher, please make an appointment with them via email or phone.



## Early Dismissal

Before a student can be dismissed early from school, a written request in advance to office personnel is necessary. At the time the child is to be dismissed, the parent or guardian must come to the school office to sign the child out. The student will remain in the classroom until the parent or guardian arrives. No child will be waiting in the office.

Early dismissals are recorded on the child's permanent record and tallied for the report card. Please make every effort to schedule appointments outside of school hours. Repeated early dismissals result in lost learning opportunities and may result in detentions. Students leaving school one hour or more prior to the end of the day will be marked one half day absent.

## Absence Due To Illness/Appointment

A child should be fever, diarrhea, and vomit free for 24 hours before returning to school.

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

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

## Medical And Dental Appointments

We request that all medical and dental appointments be scheduled for after school hours or on days when school is not in session so as not to disrupt the school day for your child. Occasionally, an appointment is necessary during school hours.

## Vacation Absences

Family vacations should be planned to coincide with the school holiday periods. A child needs the continuity of the learning experiences provided through teacher presentations and student interaction. Missing consecutive classes due to vacations may have an adverse effect on report card grades. The school office is to be notified in advance and in writing of family vacations taken during the time school is in session. ***Students are expected to complete all missing assignments in addition to current assignments.*** In order to receive credit, missed tests must be taken within the time given by the individual teacher. Teachers will not give assignments in advance. All work will be made up upon the student's return.

## Interruptions During the School Day

Children being on time and prepared for the day ensures that quality education can begin promptly at 7:40am. To avoid delays at the start of the school day, as well as interruptions of the class during the day, parents are requested to schedule an appointment with a teacher if they wish to meet with them. They can either notify the office, send an email to the teacher or leave a phone message for the teacher that they wish to meet with. The teacher will contact the parent as soon as possible. Parents should not go directly to classrooms before school or during the day unless directed to do so by the office personnel.

## Preparedness

When children forget homework, gym clothing, lunches, or books, they are not prepared for their classes and do not fully benefit from the instruction. **Parents and caregivers are NOT to bring forgotten items to the office or to students during the school day.** This includes, but is not limited to, homework, projects, lunches, and water bottles. The faculty appreciates parents' efforts in ensuring their children are prepared for the school day. Classrooms are not available after school. Students may not return to retrieve forgotten books or items.

## After School Activities

Students may not participate in any school sponsored after school activities (sports, performances, etc.) on days they are absent. Students must be in attendance for the **full** school day.

## BULLYING POLICY

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

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

Physically harming another person or their property by punching, poking, strangling, hair-pulling, beating, biting, hitting, pushing, pinching, spitting, fighting, tickling, tripping, stretching, stealing, borrowing without permission, ganging up on, delivering verbal/written threats, making cruel jokes or tricks, damaging or destroying belongings or work.

Verbally harming another with hurtful words, teasing, taunting, gossiping, name-calling, spreading rumors, mimicking, cruel gesturing, putting others down or calling another's parents or relatives by cruel names.

Emotionally harming others' self-esteem by rejecting, terrorizing, defaming, humiliating, ostracizing, blackmailing, excluding, rating or ranking of personal characteristics or writing and passing nasty notes about others.

Sexually harming others by way of words or actions that have a sexual connotation, exhibitionism, voyeurism, propositioning, inappropriately gesturing, inappropriately touching, using sexually explicit language or euphemisms, or calling of names with sexual overtones such as slut, fag, gay, lesbian, etc.

Cyber bullying by using any form of technology to harm, hurt, criticize, destroy or threaten another person's work or family. Forms of technology include, but are not limited to, phones, instant messaging, social networks, blogs, emails, texting, virtual classrooms, video conferencing platforms, online videos, chat rooms, etc.

Parents must be vigilant in checking their child(ren)'s electronic messaging at home. If it occurs at home, it needs to be addressed by parents; they may notify the school to apprise them of what has occurred and work with the school to determine if it is affecting the educational environment. The school is involved when it interferes with the educational environment or takes place on school grounds or school devices.

## **Procedures For Dealing With Bullying**

The ultimate goal of our procedures is to help students learn from their poor choices and experiences, to become accountable and responsible for their words and actions, to change their behavior and make better choices in the future.

All forms of bullying will be taken seriously. Students and parents are strongly encouraged to report concerns as soon as possible. When an incident of bullying has been observed or reported by a teacher, teacher aide, lunch/recess monitor, or adult volunteer the following procedures will be followed:

### *Grades K-2*

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

### *Grades 3-8*

1. All incidents will be reported to the homeroom teacher.
2. The teacher will meet with the students involved separately and then together to investigate and document the incident.
3. The student(s) doing the bullying will be required to apologize to the student they hurt.
4. The parents of all the students involved will be notified of the incident. – the student(s) doing the bullying will call home in the presence of the principal or teacher to tell their parents what they have done and that they will be staying after school to complete a “Reflection Form” on their behavior. The “Reflection Form” will be taken home to be signed by the parent and returned to the teacher the following school day. The teacher will call the parent of the child that was bullied.
5. If the bullying behavior is repeated, a conference will be held between the parent, child, teacher, and principal. Intervention strategies to change behavior will be determined and agreed upon in writing. Progress will be monitored.
6. Repeated offenses of bullying may result in an in-school suspension.
7. Continued repeated offenses after the in-school suspension with no evidence of change in behavior will result in the need of a clinical evaluation. Refusal by the parents to do so will result in the child being expelled from school.

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

# COMMUNICATION

The POP News will be emailed home on the last school day of each week and posted on the school website, [school.princeofpeaceiv.org](http://school.princeofpeaceiv.org), along with additional school information.

## Change of Address or Telephone Number

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

## Kid-Mail

This is a form of communication between home and school or parent to parent via student's backpack. Kid-Mail is **not** to be used for personal communications (party invitations, thank you notes, etc.) unless the entire class is included.

## Back to School Night

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

## Directory Information From OCS

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

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

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

C) No student Social Security Number (SSN) or student identification (ID) or unique student identifier can be designated as directory information.

- 3) Academic awards, degrees, and honors
- 4) Information in relation to school-sponsored activities, organizations, and athletics
- 5) Major field of study
- 6) Period of attendance in school.

Directory information may be released to the general public, unless a parent or guardian requests that any or all the directory information **not be released on his or her child**. Schools shall notify parents or guardians **annually** of the information that is considered to be “directory information” and of the procedures to be used by parents and guardians to request that specific information not be released.

**Without written notification to the school administrator, the school assumes that the parent or guardian does not object to the release of the designated directory information.** Resource:

<http://www.isbe.net/rules/archive/pdfs/375ark.pdf>

## DISCIPLINE PROCEDURES

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

### Minor problems

- Students in grades 5 – 8 will be issued demerits as explained above.
- Grades 3 and 4 will have a modified version of this program.

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

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

### Serious offenses

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

- Vandalism of school property or the property of another person
- Stealing
- Possession or circulation of obscene material
- Use of written or spoken obscene/offensive language
- Inappropriate gesturing
- Inappropriate use and damage to computers
- Smoking; possession or use of matches or lighters
- Possession, use of, or dealing with drugs or alcohol
- Use of objects to cause harm

- Leaving the school grounds without permission
- Repeated harassment of another person in any way, including students, faculty, staff, volunteers, and others

## **Upper Grade Policies And Standards**

1. Upper grade students are to become active, responsible and independent learners. All assignments, projects and reports must be student-generated, original work and in the student's own words.
  - Plagiarism will result in a grade of zero for the assignment. Copying and pasting from electronic resources constitutes plagiarism and won't be accepted.
  - Students may not choose the same topic, report, or project previously done by a sibling.
  - Students must complete his/her own assignments. Parents may consult on projects.
2. Cheating of any kind will result in a grade of zero for that test or assignment and a detention will be given. Talking during a test is considered cheating. When correcting their homework, students are expected to be careful and accurate. Failure to do so may result in a warning, loss of points, and/or a detention.
3. When a student is absent, it is his/her responsibility to hand in any missed work. For each day of absence, students will have one day to make up work. No late work will be accepted after a test. Tests need to be made up within the same period. It is the student's responsibility to arrange for a time before or after school to make up a test. Failure to comply will result in a zero for that test. Homework that was due on the first day of absence is due on the first day of return. Tests to be taken on the day of absence will be taken on the day of return.
4. Each student in grades 5-8 will receive demerits through an electronic form. Parents will be emailed a notice that their child has received a demerit. When a student earns two detentions, this will require a meeting with the student, parents, teacher and principal. When a student reaches a multiple of 5 demerits, they will have a detention to serve. If a student is asked to leave the class for misbehavior, this will result in an automatic detention.
5. School activities: Students must be current on homework and tests, have no failing grades and have no more than two behavioral detentions to participate in the dinner dance activities and other school events. All family financial responsibilities must be paid.
6. Student athletes must maintain a passing grade in all classes. Warnings are given for one week. If a student earns a failing grade (U), they are not permitted to play or practice for two weeks. Grades will be checked every Wednesday. Teachers will notify the principal and athletic director of any student in danger of failing or actually failing. The AD will notify the coach. The teacher will notify via email the parents as well.

## **EMERGENCY CLOSINGS**

Emergency closings will be posted on the school website at [princeofpeaceiv.org](http://princeofpeaceiv.org).

If the school is closed due to any emergency, you will receive a blast from School Messenger. Also, the Emergency Closing Center will be notified by the principal. The link is on the school website. The information will be broadcast on WGN 720 AM, WBBM 780 AM, CBS Ch.2, NBC Ch 5, ABC Ch 7, WGN Ch 9, Fox 32 and CLTV.

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

## **EMERGENCY PROCEDURES AND SAFETY**

To provide a safe environment for students, practice emergency drills are held throughout the school year. During the academic year, the school conducts a minimum of one law enforcement drill to address incidents including evacuations, lock down, shooting, bomb threats, or hazardous materials. These drills must be conducted according to the school's emergency crisis response plans, protocols, and procedures, with the participation of the appropriate law enforcement agency.

### **Fire Drills**

- Fire drills are done to learn to safely exit the building from various locations in the case of a fire.
- Sirens are sometimes activated when a fire warning is issued. Students and staff will take cover until an all-clear signal is received.

### **Tornado Drills**

- Tornado drills are done to teach students where to go for safety when a tornado warning is active.
- Sirens are activated when a tornado warning is issued. Students and staff will take cover until an all-clear signal is received.

### **Lockdown Drills**

- Lockdown drills are practiced to maximize safety in various emergency situations. Local emergency personnel can call one of two drills:
- Soft lockdown means either there is a situation that could pose a threat to students and staff outside of the building, or there is a situation in the building that emergency responders need to keep students and staff away from. Normal classroom activities continue but are contained. No one may enter or exit the building until the soft lockdown is lifted.
- Hard lockdown means that a serious/dangerous situation exists that could jeopardize the physical safety of the students and staff. All bells and fire alarms will be ignored unless the school receives verbal instructions from local emergency responders or the conditions (fire, structural damage, etc.) warrant the evacuation of the area. Additionally, no one will be allowed to enter or leave the building until the hard lockdown is lifted.

### **Site Evacuations**

- In the case of an emergency in which staying in the building and on the property is unsafe, buses will take students to St. Mark's Lutheran Church, 1822 E. Grand Avenue in Lake Villa. Parents would be notified to pick up their child(ren) from St. Mark's.

School personnel and emergency management have collaborated to identify the safest places to take shelter inside and outside of the building, depending on the emergency situation. Under no circumstances will students be dismissed during a hard lockdown or tornado warning.

The school maintains a record of all emergency drills. The school submits a copy of an annual inspection report to each party that participates in the annual review process and to the office of the State Fire Marshal.

## **EQUAL EMPLOYMENT OPPORTUNITIES**

(Archdiocesan Policy 202.1) The Archdiocese of Chicago shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Child Custody**

The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the rights of access of a non-custodial parent to his or her child's school records. (Archdiocesan policy 133.1) Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

The school will give a non-custodial parent the opportunity for a parent/teacher conference at a time other than that of the custodial parent. If the school has on record a court order indicating the limited visitation right or no visitation rights and the parent makes an application to volunteer services in the school, the principal need not accept the application.

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

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

### **School Records - Non-Custodial Parent Rights**

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

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

- Right to inspect: you have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.)
- Right to prevent disclosures: the school will not discuss anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure, or (2) the information is directory information which you have requested to be kept confidential, or (3) request for the information meets one of the limited circumstances described in the guidelines.
- Right to request correction: you have the right to present evidence that the school should amend



any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.

- Once your child turns eighteen, s/he obtains all of the above rights.

## GRADING

All parents of students in grades 2-8 have access to their child's grades through Powerschool. Parents are encouraged to check grades weekly and contact teachers if there are concerns. Report cards are issued three times a year and they document each student's academics, effort and behavior.

The grading scale:

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

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

## GRADUATION REQUIREMENTS

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

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

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

### Valedictorian and Salutatorian

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

### Graduation Awards

Presidential Academic Excellence Gold Seal Award – presented to graduating students who achieve an “A” average in all academic areas during their 7th and 8th grade years.

Presidential Silver Seal Award for Educational Achievement – presented to graduating students who achieve an “A” or “B” average in all academic areas during their 7th and 8th grade years.

## **HARASSMENT AND BATTERY**

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

The principal will immediately notify local law enforcement officials of written complaints from school personnel concerning issues of battery committed against school personnel at the school. The principal shall also notify the Illinois State Police within three days of each incident through the School Incident Reporting System (SIRS): <https://www.isbe.net/pages/school-incident-reporting-system.aspx>

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

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

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

## **HEALTH AND MEDICATIONS**

### **Physical Examination**

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

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

### **Dental Examination**

All children in kindergarten, second, and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians seeking an exemption to the requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health to the school office.

## **Vision Examination**

Law requires that all children enrolling in public, private or parochial school for the first time or entering kindergarten shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Standard eye examination report forms are provided by the school.

## **Vision and Hearing Screening**

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

## **Asthma Inhalers**

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

- a. The school allows the self-administration and self-carry of asthma medication upon receipt of a signed parent permission notification and a copy of prescription, both of which are maintained in the school files and renewed annually.
- b. The school requests annually an asthma plan from the parents or guardians of a pupil with asthma.
- c. The school requires its personnel who work with pupils to complete (every two years) an in-person or online training program on management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

## **Diabetes Care**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

When the school has a student with diabetes, all school employees receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and who to contact in the case of an emergency during a regular in-service training as provided for by Section 10-22.39 of the School Code.

The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician Diabetes Care Plan, that also carries a parent signature, both of which are maintained in the school files.

The school requires every staff member who is taking care of a student with diabetes to be trained appropriately, per 105 ILCS 145, as a “delegated care aide,” by a licensed healthcare provider with expertise in diabetes or certified diabetes educator.

## **Family Emergency Information**

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

## **Medications**

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

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

The school retains the discretion to reject requests for administration of medicines. Parents are asked to complete a medical emergency form for each child in the family.

Per 105 ILCS 5/22-30(c), the school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist, and that the parents and guardians must sign a statement acknowledging this protection.

## **Communicable Diseases**

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

Current law protects the right of privacy of parents/guardians/children regarding the Human Immunodeficiency Virus (HIV). However, parents/guardians should report to the school administration when their child has been diagnosed as having AIDS or other illness caused by HIV that causes AIDS.

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

If your child is vomiting, has diarrhea, a sore throat, earache, colored discharge from the nose, skin rash, or elevated temperature within the last 24 hours, he/she should be at home.

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

In accordance with local, state and federal laws and the tenets of anti-drug education, no student of Prince of Peace will be allowed to possess on or in his/her clothing, supplies, desk or other area any

illegal substance. Following identification of the student involved in smoking, alcohol or drug use the parents and the local law enforcement authorities will be notified.

The school building is a smoke-free environment. Tobacco, alcohol or other drugs, in any form, will *not* be tolerated, and students possessing them or under their influence may be subjected to hospitalization, suspension or expulsion.

### **Toxic Art Supplies in School Act**

The school complies with requirements of the Toxic Art Supplies in Schools Act as defined in 105 ILCS 135.

## **HOMEWORK**

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

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

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

### **Kindergarten**

- Occasional at-home projects to support classroom themes
- Daily reading together
- Math practice based on classroom lessons

### **Grades 1-2**

- Practice spelling words to reinforce phonemic awareness and spelling rules taught in class
- Foster the love of reading and exposure to different types of literature
- Practice daily to master basic addition and subtraction facts
- Math practice based on classroom lessons
- Time on homework should not exceed 40 minutes on any given night. It is imperative that you contact the teacher if the homework is taking longer than the allotted time.

### **Grades 3-4**

- Provide a quiet, distraction-free workspace to complete assignments
- Practice daily to master basic multiplication and division facts
- Subject-specific practice based on classroom lessons
- Review completed homework for understanding
- Time on homework should not exceed 60 minutes on any given night. It is imperative that you contact the teacher if the homework is taking longer than the allotted time.

### **Grades 5-8**

- Provide a quiet, distraction free work space
- Set a regular, uninterrupted time to do homework
- Help with organization and planning ahead for ongoing assignments and projects

- Monitor the daily list of assignments written in the assignment notebook (consult their online homework blogs/sheets)
- Give guidance but not answers
- 5<sup>th</sup>-7<sup>th</sup> grade – 60-120 minutes of homework It is imperative that you contact the teacher if the homework is taking longer than the allotted time.
- 8<sup>th</sup> – 90-120 minutes + 30 to 45 minutes of math homework
- 7<sup>th</sup> & 8<sup>th</sup> grade - Homework typically shouldn't exceed 1 ½ hours each night. Homework is expected to be completed to the best of their ability each and every time. All assignments, unless otherwise specified, should be turned in at 8:00am of the due date or at the start of the class period. Work not turned in by this time will be considered late. Students can email the work (a picture can be emailed, when appropriate) by midnight on the due date and still receive partial credit. Late work will be subject to grade deductions and will have a maximum grade equivalency of at B+ once turned in and graded. Any late work that has not been submitted by midnight will be considered missing and a zero and will go in the grade book until the assignment has been turned in for credit.

## Extra Credit Work

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

## Make-Up Work

When a student is absent from class, it is his/her responsibility to consult with the teacher about the missing work. Students should also consult their online homework lists to see what they missed that day. Parents requesting homework for an absent student are asked to do so when they call the school office in the morning to report the absence. Teachers will make every effort to have the work ready to be picked up at the end of the day. Due dates will be determined by individual teachers.

Missing consecutive classes due to vacations may have an adverse effect on report card grades. The school office is to be notified in writing of family vacations taken during the time school is in session. ***Students are expected to complete all missing assignments in addition to current assignments.*** In order to receive credit, missed tests must be taken within the time given by the individual teacher. Contact individual teachers regarding homework. Teachers are not expected to provide work ahead of time for students who will miss class for vacations.

Parents need to do what is best for their families and assume responsibility for their student's missed work.

## HONOR ROLL

Students in grades 5-8 will be recognized for their academic achievements at the end of each trimester in Religion, Reading, Language Arts, Math, Social Studies, and Science. To be eligible for Honor Roll, students must also be earning a C or higher in Spanish, Art, Music, and PE.

- High Honor Roll – all A's for the current marking period
- Honor Roll – all A's and B's for the current marking period

## **HOT LUNCH**

Hot lunches are provided by School Eatery and delivered daily to school. Lunches arrive hot and are distributed to the children at lunch time. Students may purchase hot lunches online through Schooleatery.com up until 5pm the day before.

## **MISSING CHILDREN RECORDS ACT AND REGISTRATION LAW**

As a nonpublic school, Prince of Peace Catholic School maintains certified copies of state birth certificates for each student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon enrolling the student. Certified copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other schools within ten days of the request.

The Illinois Missing Children Act requires schools to notify local authorities when an office copy of the birth certificate is not received by the school within 30 days of enrollment. At 30 days, the school is required to notify the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school is required by law to notify the police for a possible missing child investigation.

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police.

The procedure is as follows: Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

## **PARENT RESPONSIBILITIES AND INFORMATION**

### **Discipline**

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

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

### **Parent Organized Participation (POP)**

This parent group meets to develop, organize and run fundraising and social events for the parents, students and parishioners. Major fundraisers include Turkey Trot, Pizzazz Dinner Auction, Christmas Cookie Walk, and Rummage Sale. Social events may include Back-To-School Social, Mother-Son Events, and Daddy-Daughter Dance, etc. All parents are expected to assist and support this group.

### **Classroom Celebrations**

Room parents organize holiday parties (Halloween, Christmas, and Valentine's Day).

At Prince of Peace School we like to celebrate Baptisms. Children can bring in pictures and mementos to show their classmates. **For birthdays or Baptisms, treats (edible and non-edible) are not permitted and will not be distributed.**

Please do not send party invitations or thank you notes to school unless the entire class is included.

## **Corporal Punishment**

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

## **Alcoholic Beverages**

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

## **Child Abuse**

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

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

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

School personnel should follow Archdiocesan procedures, which have been developed in accordance with the law. **All school staff are DCFS mandated reporters of child abuse and neglect.**

## **Conflict Resolution**

As in all human relations, occasions will arise when, due to lack of good communication, misunderstandings occur between a teacher and a parent. According to Archdiocesan guidelines, any such occasion should first be dealt with in a meeting between the parent and the teacher. The principal does not usually meet with parents unless a prior parent-teacher contact has been unsatisfactory. If necessary, the Pastor may ultimately be invited to a parent-teacher-principal meeting.

## **Field Trips/Chaperones**

Field trips are educational and are an active part of the curriculum. The school requires written consent of a parent before the child is permitted to go with the group. A form requesting permission will be sent home in advance of the trip and should be promptly returned.

Because of the responsibilities involved in chaperoning, chaperones may not bring other children on class outings. Only chaperones that have submitted a criminal background check and DCFS forms, code of conduct forms and attended Virtus training will be allowed to accompany the children on a field trip.

Chaperones must also adhere to the expectations and parameters of the field trip as set by the classroom



teacher. The principal reserves the right to exclude a student from participation in field trips because of unacceptable or inappropriate behaviors.

## **PARENT/GUARDIAN CONDUCT**

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

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

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

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting , and/or
- Conduct school business with the other parent/guardian of the student
- When, in the judgment of the principal and the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:
  - Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended, and/or
  - Dismiss the child/children of the parent/guardian temporarily or permanently from the local Catholic School

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled in October for all parents. At that time parents and teachers will be able to discuss each child's progress. Optional conferences (either parent or teacher requested) are held in February. Additional conferences will be arranged whenever necessary. Parents are asked to set an appointment to discuss issues with the teacher.

## **PROMOTION/RETENTION**

A student is promoted to the next grade when he/she demonstrates satisfactory completion of academic work in all subject areas. Summer remediation may be required.

According to Archdiocesan policy a student is retained only if adequate evaluation and documentation indicates that student will benefit from retention. Retention must have the prior approval of the principal and be accepted in writing by the parent or guardian. If the parent or guardian refuses to have the student retained, this fact should be in writing. In the best interest of the child, Prince of Peace reserves the right to refuse promotion to the next grade level.

## **PROTECTING GOD'S CHILDREN**

The Office of Catholic Schools and the Office for the Protection of Children and Youth have responded to the Catholic Bishops' mandate that all parish and school staff and all volunteers that work with our children help protect them from all forms of abuse. To this end, all individuals are required to undergo a federal background check, attend an initial three and one half hour session of Protecting God's Children,

and then follow through by reading a series of online articles relating to child abuse, and sign a Code of Conduct. Any adult who refuses to cooperate with this mandate will not be allowed to work with our children. Volunteers who need to meet these requirements have regular contact with children in any of the following categories:

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

## **PUBLIC SCANDAL INVOLVING STUDENTS**

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

## **SEARCH AND SEIZURE**

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

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

## **STANDARDIZED ACHIEVEMENT TESTS**

I-ready diagnostic tests are taken by students in grades K-8. Results of these tests are given to parents with report cards. Test results are used to monitor student progress and assess the curriculum being taught.

# STUDENT CONDUCT AND RESPONSIBILITY CODE

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

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

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

Learning to be responsible means learning to accept the consequences for one's behavior. Disciplinary measures are used to correct behaviors inconsistent with our expectations and rules. Classroom situations are handled by each teacher. If a child is consistently out of order, the principal will be asked to assist. If a student continues to choose behavior that is unacceptable, he or she is also taking upon himself/herself the consequences of the poor choice. These poor choices may lead to detentions, suspensions and possible expulsion.

## Rules For The Common Areas Of The School

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

### *General Expectations*

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

- speaking politely to everyone
- remembering to say "please", "thank you", and "excuse me"
- removing hats when entering the building
- cooperating with and being respectful of adults at all times
- coming to school clean and in a clean, full uniform
- being respectful of school property and the property of others
- not chewing gum on school property
- No Fitbits or smartwatches will be permitted in class (except for medical purposes)
- **Cell phone use during school is not allowed.** Cell phones must be turned off and kept in the student's backpack or cell phone locker until the student is in their vehicle to go home.

### *Church Etiquette*

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

### *Bus Rules*

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

### *Hallway Rules*

- when walking with your class, stay in a single file line and keep your hands to yourself
- wait in single file outside a classroom door
- walk quietly through the halls when going to class, to recess, to lunch, etc.
- keep your hands and feet off of the walls
- respect the work of other students that is hung in the hall

### *Lunchtime Rules*

- be respectful of the lunch monitors and your fellow students
- line up in single file by the kitchen to pick up your lunch/milk
- remain seated until you have finished eating your lunch
- speak in a conversational tone to those around you
- sit properly and eat over your table; do not walk around while you are eating
- dispose of all of your refuse; make sure it is all in the garbage can; all partially eaten food and drinks are to be disposed of
- your table and the floor around each table is to be free from food
- Outside food should only be ordered through our hot lunch program, School Eatery
- NO caffeinated beverages or soda allowed during the school day, including lunch
- Only plain water is allowed throughout the school day. Only non-caffeinated/non-soda beverages are allowed during lunch
- NO sharing food or drink
- Lunch parents may not bring in food or beverages for any students
- NO FOOD or DRINK is allowed in the hallway

### *Playground Rules*

Adults should LEAD students out to recess or playground

- when leaving the building, follow the lunch supervisor in single file
- never leave the building without a supervisor
- books, pens, pencils, etc. may not be taken out to the playground without permission of the teacher
- remain in the assigned playground for the entire recess period
- grabbing of other children's clothing is never allowed
- aggressive physical contact including fighting, pushing, tackling, wrestling, teasing, name calling and bullying is not allowed; any student involved in these behaviors will be removed from recess and lose future recess time
- be respectful of the adult supervisors and the other students
- small soft balls may be used for playing catch

- balls going into the trees are retrieved only by an adult
- bats, hockey sticks, and lacrosse sticks are not allowed
- jump rope and other games are to be played on the blacktop
- rocks, stones, sticks, and snow are to remain on the ground
- line up immediately when the bell rings
- be responsible for all jackets, sweaters, and playground equipment
- come into the building in silence
- lack of cooperation with the above guidelines will result in a loss of recess privileges
- no one should play on preschool equipment except preschool children
- when using the slide, students are to slide down in a forward sitting position and get off the slide as soon as they reach the bottom; students may not climb up the slide or go down head-first
- no pushing or shoving on the playground equipment
- the wood chips are to remain on the ground – kicking them up into the air or throwing them is not allowed – any child doing so will become the supervisor’s partner for the duration of the recess period

### *Indoor Recess*

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

- running around the room is never allowed; individual classroom rules apply
- refrain from playing around the teacher’s desk or tampering with another student’s desk or property
- students follow the indoor recess schedule; supervisors are to station themselves around the space and maintain a reasonable level of noise
- footballs are not allowed in the gym; basketball, soccer, and volleyball may be played

### *Winter Safety*

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

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

## **STUDENT SUPPORT SERVICES**

Student needs for support services, such as counseling and social work, are evaluated when school staff believe there is cause for consideration. Examples are when there are changes in the student body or stresses within the surrounding community. Our pastors and deacons provide counseling.

## **THREAT ASSESSMENT**

We are required to take all threats seriously and assess and manage the threatening situation. When information about a student’s behavior and communication passes an agreed-upon threshold of concern,

school officials will initiate a threat assessment inquiry. Threatening situations may include but are not limited to the following acts: threats to kill, maim, or harm in any way made directly or indirectly against one or more students, teachers, support staff or the school building. Threats may be made via telephone, in writing, via email or technology, or spoken to third parties. When a decision has been made to conduct an inquiry the school will do the following:

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

## **Gang Activity**

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

The following may be subject to disciplinary action:

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

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

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

## **TECHNOLOGY USE**

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. The school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social networking account violates the school's disciplinary policy. The school may require the student to share content in the course of such an investigation.

Inappropriate use of technology may include, but is not limited to, harassment of others, use of the school name, remarks directed to or about teachers, staff, coaches or school policies, offensive communications including videos/photographs, and threats.

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

Please reference the technology handbook for more information.

## **Cell Phones**

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

## **Electronic Equipment**

Students are not to bring personal electronic equipment to school unless specifically requested to do so by the teacher. This includes, but is not limited to, cell phones, smart watches, e-readers, iPads, tablets, wireless handheld devices, computers, digital cameras, and other communication devices.

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

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

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

## **TUITION**

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

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

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

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

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

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

Each family is required to provide a minimum of 25 service hours per year. Credit for service hours may be earned through a variety of ways. A maximum of 10 service hours can be earned by non-parent family members (18 years old or older). A fee will be charged for each unearned hour at the prevailing rate and must be paid by May 1. Opportunities for earning CIP hours are posted on the school website.

### **Additional Payments**

All additional payments (ie. field trips, special events) will be billed through FACTS upon returned, signed form; checks are not accepted.

## **UNIFORM REQUIREMENTS**

Benefits of school uniforms include, but are not limited to: a more serious school atmosphere with better behavior and academic focus; eliminating social conflict based on monetary and fashion resources; and eradicating opportunities for promiscuity and violence to be expressed.

Parents/guardians are asked to help the school enforce the uniform policy. Students should come to school neatly dressed in the proper uniform each day unless an out-of-uniform day has been declared. Shirts are to be worn tucked in. Shoes are to be tied. A parent may be called to bring a change of clothing if their child comes in an outfit that does not comply with the uniform guidelines. The uniform requirements for Prince of Peace Catholic School are as follows:

### **Boys In Grades K-8**

- Red or gray knit Prince of Peace logo polo shirts - long or short sleeve
- Black corduroy or twill pants that reach the ankle/shoe (cargo and tight pants are not to be worn)
- Solid white, gray, or black socks must be worn. Discrete logos are permitted.
- Black uniform style walking shorts may be worn only from April 15 – October 15
- Black/gray outerwear option Prince of Peace School logo outerwear from Dennis Uniforms, worn over polo shirt
- Belts are optional, but if worn must be a simple black belt with a small buckle
- Shoes should be black, brown, white or gray in solid colors; gym shoes are permissible even on non-PE days

### **Girls In Grades K-4**

- Red or gray knit Prince of Peace logo polo shirts - long or short sleeve
- Plaid skorts K-8, which must be within 2 inches of the top of the knee
- Black twill pants that reach the ankle/shoe (cargo and tight pants are not to be worn)
- Solid white/ gray/ black/ red socks. Discrete logos are permitted. Footed tights or black cotton leggings that reach the sock may be worn under skorts/skirts
- Black uniform style walking shorts which must be within 2 inches of the top of the knee may be worn from April 15 – October 15



- Black/gray Prince of Peace School logo outerwear from Dennis Uniforms, worn over polo shirt
- Belts are optional, but if worn must be a simple black belt with a small buckle
- Shoes should be black, brown, white or gray in solid colors; gym shoes are permissible even on non-PE days
- Hair accessories are limited to those sold by Dennis Uniform or of comparable size
- No fake nails should be worn, as this is a safety hazard for other students and themselves

## **Girls In Grades 5-8**

- Red or gray knit Prince of Peace polo shirts - long or short sleeve
- Plaid skorts or skirts, which must be within 2 inches of the top of the knee (skirts worn with bike shorts underneath)
- Black twill pants that reach the ankle/shoe (cargo and tight pants are not to be worn)
- Solid white/ gray/ black/ red socks. Discrete logos are permitted. Footed tights or black cotton leggings that reach the sock may be worn under skorts/ skirts
- Black uniform style walking shorts which must be within 2 inches of the top of the knee may be worn from April 15 – October 15
- Black/gray Prince of Peace School logo outerwear worn over red/grey polo shirt
- Belts are optional, but if worn must be a simple black belt with a small buckle
- Shoes should be black, brown, white or gray in solid colors; gym shoes are permissible even on non-PE days
- Hair accessories are limited to those sold by Dennis Uniform or of comparable size
- No fake nails should be worn, as this is a safety hazard for other students and themselves

Logo sweatshirts and logo knit polo shirts are ordered and purchased online through Dennis Uniform. When ordering through Dennis Uniform, use the preferred School code – GPOPV at: [www.dennisuniform.com](http://www.dennisuniform.com) and refer to uniform guidelines to ensure meeting policy requirements.

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

## **Shoes**

Dress shoes or gym shoes may be worn; gym shoes are required for gym class. To help prevent injuries while running and playing during recess/gym, crocs, sandals, backless shoes, boots, and flip flops may not be worn. Shoes should be black, brown, white or gray in solid colors; gym shoes are permissible even on non-PE days. Shoes with attached wheels are not allowed to be worn to school. Skater shoes that are loosely tied are not to be worn to school. All athletic shoes are to be tied tightly so as not to come off when running and jumping and with only one color laces.

## **Make-Up, Jewelry, And Hair Styles**

No make-up of any kind is allowed unless recommended by a dermatologist. Jewelry should be simple, small, and non-distracting (no chokers).

Girls: Single ear piercing is permitted. Pierced earrings must be the simple post type - no dangling earrings.

Boys: NO piercings. Body piercing and tattoos are not allowed.

Hair should be its natural color and hair styles should be neat and appropriate for school. For example, mullets, mohawks, fad haircuts, shaved designs, and colored hair is NOT permitted. Boy's hair should

not reach below the collar. Hair should be cut so as not to cover the eyes. Hair accessories are limited to those sold by Dennis Uniform or of comparable size.

Students who violate our Prince of Peace dress code will receive demerits and/or be sent to the school office, at the discretion of faculty and administration. Parents will be called and will have 48 hours to correct the violation.

## **Gym Uniforms**

All students in grades K-8 are required to have a gym uniform which consists of black shorts or sweatpants and a red shirt. Gym uniforms may be purchased through Brooks-Allan. This gym uniform is to be worn to school as the uniform of the day on all gym days. Students may only wear the shorts to school for the entire day if weather warrants it between April 15 and October 15. For the remainder of the year, they can wear the shorts underneath the sweatpants for the entire day except in PE class when they can wear only the shorts if they choose.

Eighth grade may wear their long-sleeve, graduating class shirts on PE days. If jewelry is worn, students may be asked to remove it prior to class time if it is a safety concern. Girls and boys should have their hair worn back and it cannot block their eyes. This is a safety concern for everyone.

## **Spirit Wear**

Spirit wear may only be worn on designated days, which will be determined and announced throughout the year. Spirit wear is worn to show support for Prince of Peace Catholic School only and not for other schools or sports teams. If a child does not own any Prince of Peace spirit wear, they may wear plain red, gray and/or black shirts and pants.

## **Casual Dress Days/Non-Uniform Day Dress**

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

- 1) Students will be notified through announcements posted on the school's website and announced in school. Student dress should be comfortable and in good taste. Shorts, skirts and dresses must conform to uniform length which must be within 2 inches of the top of the knee. Sleeveless blouses with a full shoulder may be worn. Jeans, polo shirts and athletic shoes are acceptable if properly laced. See "Shoes" for acceptable shoe types.
- 2) Inappropriate images or messages, contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing at any time. Examples include, but are not limited to: messages or images dealing with illegal activity, death, violence, bad language, or designed to be a "cut down." Students may not wear sunglasses, tank tops, tube tops, halter tops, see-through shirts, midriff tops, spandex shorts, athletic shorts of inappropriate length, boxer shorts, pajama bottoms, or ripped clothing. Leggings/yoga pants are permitted if worn with a top that reaches the thigh.
- 3) For health and safety reasons, shoes and socks are required every day at school. Parents may be called to bring a change of clothes should a child come to school dressed inappropriately or clothing will be provided by the school for them to wear. The offending party will no longer be able to participate in future non-uniform days.

## **Formal Dress Days and Performances**

Girls are expected to be dressed up in dresses, skirts, and tops or dress pants. No jeans. Skirts and dresses must be within two inches of the knee. No strapless or form-fitting dresses. Shrugs, jackets, or sweaters must be worn so that shoulders are covered at mass.

Boys are expected to wear collared shirts and dress pants. No jeans or cargo pants.

## **POP Closet**

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

## **WEAPONS**

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

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

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction. The Office of Catholic Schools should be notified as soon as possible. A written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report will be submitted within twenty-four hours to the superintendent of Catholic Schools.

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

In the event of a firearm incident, the chief school administrator:

1. Immediately notifies a local law enforcement agency of firearm incidents at the school;
2. Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising a school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident;
3. Notifies the municipal police department or the office of the county sheriff of verified school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident; and
4. The principal shall also notify the Illinois State Police within three days of each incident through the School Incident Reporting System (SIRS):

<https://www.isbe.net/pages/school-incident-reporting-system.aspx>

# **WELLNESS POLICY**

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

The pastor, administration and the school board reserve the right to make changes and adjustments to policy when necessary. It will be published and sent to families.

## **Belief Statement**

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

## **Intent**

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

## **Rationale**

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