

# Our Lady of Charity School

3620 South 57<sup>th</sup> Court

Cicero, IL 60804

708-652-0262

[www.olc-school.org](http://www.olc-school.org)



## Parent and Student Handbook 2017-2018

ARCHDIOCESE OF CHICAGO CATHOLIC SCHOOLS  
2017/18 SCHOOL YEAR



## **Index**

Mission Statement.....	4
Philosophy.....	4
Administration and Staff.....	6
Admission Policy.....	7
Athlete Policy.....	7
Attendance.....	8
Before/ After School Program.....	8
Bicycles.....	8
Bullying/ Harassment.....	8
Care of Books and Equipment.....	9
Cell Phones.....	9
Chewing Gum.....	9
Code of Conduct.....	9
Conflict.....	10
Consequences for Multiple and/ or Grave Offenses.....	10
Custody.....	10
Delinquent Accounts.....	11
Detention System.....	11
Discipline.....	11
Drugs.....	11
Early Dismissal.....	11
Electronic Devices.....	12
Emergency Accident Procedure.....	12
Emergency Closing.....	12
Enrollment .....	13
Financial Assistance.....	13
Forgotten Items.....	13
Gangs.....	13
Grading Scale.....	14
Graduation Requirements.....	14
Head Lice.....	14
Health Records.....	15
Home-School Communication.....	15
Honor Roll Policy.....	15
Hot Lunch Program.....	15
Illness.....	15
Inspection of Academic Records.....	16
Insurance.....	16
Internet Permission and Use.....	16
Learning Development Services.....	17
Lost and Found.....	17
Mandated Reporters for Child Abuse.....	17
Medication.....	17
Parents.....	17
Parental Commitment Program.....	17
Parental Obligations.....	18
Parent/ Guardian Conduct.....	18
Parent and Teacher Conferences.....	18
Parishioner Credit.....	19
Parties.....	19
Passes.....	19
Personal Gifts/ Invitations.....	19
Pets on School Grounds.....	19
Photography Permission.....	19

Prayer/ Pledge.....	20
Progress Reports.....	20
Public Scandal.....	20
Refunds.....	20
Registration fee.....	20
Religious Program.....	20
Report Cards.....	21
Request for Teachers.....	21
Retention of Students.....	21
School Hours.....	22
Search and Seizure.....	22
Sexual Harassment.....	22
Standardized testing.....	22
State Health Requirements for School.....	22
Students drop off and Pick up Policy.....	23
Supervision.....	23
Tardiness.....	23
Technology Use Outside of School.....	23
Threats.....	24
Tuition and Fees.....	24
Tuition Collection Policy/ FACTS.....	25
Uniform Policy.....	25
Grades K-8.....	25
Shoes.....	26
Hairstyles.....	26
Jewelry, Make- up and Nail Polish.....	26
Warm Weather Uniform (Optional).....	26
Cold Weather Uniform (Optional).....	27
Gym Uniform for All Grades.....	27
Non-Uniform Days.....	27
Vacations during the School Year.....	28
Visitors.....	28
Volunteer and Chaperone Guidelines.....	29
Volunteer Requirements.....	29
Weapons.....	29
Winter Weather.....	29
Right to Amend.....	29
Notification letter concerning asbestos English.....	30
Notification letter concerning asbestos Spanish.....	31

## ***Mission Statement***

Inspired by our faith, Our Lady of Charity School provides the intellectual and moral foundation for children to become saints and scholars, Disciples of Christ and leaders in the community.

Together we can change the world.



## ***Philosophy***

It is a major goal of Our Lady of Charity School to help each child develop spiritually, intellectually, emotionally, physically, morally, and socially to his/her fullest potential. The children of Our Lady of Charity School are separate individuals who approach the world of learning with various levels of development, natural ability, and backgrounds. Hence, they learn in different ways. The teaching community will address these differences through a variety of learning experiences, adjusting the curriculum to the perceived needs of each child. In all that it attempts to do, the school recognizes the parent as the primary educator of the child.

The school builds on and enhances what is learned within the family; school and family are partners in the education of the child.

Recognizing the need to develop the whole child, Our Lady of Charity School is dedicated to academic excellence in a Catholic environment. We believe that this environment must fulfill five pillars of excellence: Catholic Spirit, Academic Excellence, Collaborative Leadership, Community Focus, and Commitment to Service.

### ***Catholic Spirit***

Students are called to become holy by witnessing to the Gospel message. They learn the traditions of the Catholic Church in order to help them grow in their faith. Students and staff are actively involved in the life of the parish, attending the Sunday celebration of the Eucharist in conjunction with their involvement in the various parish organizations.

### ***Academic Excellence***

Our Lady of Charity School is a beacon of excellence in the western suburbs. Students are challenged to acquire knowledge and pursue truth. Our Lady of Charity offers academic programs that inspire the intellect and maximize the potential of each student to gain the requisite knowledge, concepts, and skills to become thinking, productive, responsible citizens.

### *Collaborative Leadership*

Our Lady of Charity School is in the business of developing human potential. We value our staff as the lifeblood of the school. Our Lady of Charity is a sought after teaching institution that exemplifies the highest professional standards and innovative instructional practices. Faculty and students alike are challenged to assume leadership roles, not only in the school, but in the parish and community as well.

### *Community Focus*

Our Lady of Charity is committed to fostering an informed community where all members feel heard, supported and involved. Involved parents will serve as catalysts to unite the community in support of education.

Our Lady of Charity is a just and inclusive community in which people from different cultural, ethnic, and racial backgrounds learn, live and work harmoniously with mutual respect and without compromising their beliefs and identities.

### *Commitment to Service*

Students, parents and staff are filled with a time-honored devotion to the Catholic tradition. Together we share a common belief that we have each been created for a reason. As members of our faith community, we readily acknowledge God's generous gifts as evidenced by the many talents and skills we unselfishly share in the Christian service of others

## *Administration and Staff 2016- 2017*

Pastor:	Rev. Sergio Mena	<a href="mailto:pastor@olc-school.org">pastor@olc-school.org</a>
Principal:	Mrs. Lynn LeTourneau	<a href="mailto:lletourneau@olc-school.org">lletourneau@olc-school.org</a>
Assistant Principal/ Director of Marketing:	Mr. Jonathan Priest	<a href="mailto:jpriest@olc-school.org">jpriest@olc-school.org</a>
School Secretary:	Mrs. Norma Avalos	<a href="mailto:navalos@olc-school.org">navalos@olc-school.org</a>
Pre-kindergarten:	Ms. Sue Talbot	<a href="mailto:stalbot@olc-school.org">stalbot@olc-school.org</a>
Kindergarten:	Ms. Kate Cary	<a href="mailto:kcary@olc-school.org">kcary@olc-school.org</a>
First Grade:	Mrs. Karen Lapalombella	<a href="mailto:klopalombella@olc-school.org">klopalombella@olc-school.org</a>
Second Grade:	Ms. Ivonne Machuca	<a href="mailto:imachuca@olc-school.org">imachuca@olc-school.org</a>
Third Grade:	Mrs. Helen Immordino	<a href="mailto:himmordino@olc-school.org">himmordino@olc-school.org</a>
Fourth Grade:	Ms. Mary Tierney	<a href="mailto:mtierney@olc-school.org">mtierney@olc-school.org</a>
Fifth Grade:	Ms. Dana LoGiudice	<a href="mailto:dloguidice@olc-school.org">dloguidice@olc-school.org</a>
Sixth Grade:	Ms. Maura Mullins	<a href="mailto:mmullins@olc-school.org">mmullins@olc-school.org</a>
Seventh Grade:	Mr. Joseph Letendre	<a href="mailto:jletendre@olc-school.org">jletendre@olc-school.org</a>
Eighth Grade:	Mrs. Margaret Sweeney	<a href="mailto:msweeney@olc-school.org">msweeney@olc-school.org</a>
Technology:	TBD	
Art:	Mr. Patrick Conroy	<a href="mailto:pconroy@olc-school.org">pconroy@olc-school.org</a>
Physical Education:	Mr. Matthew Smigaj	<a href="mailto:mismigaj@olc-school.org">mismigaj@olc-school.org</a>
Music:	Ms. Soledad Melendez	
Preschool Aide:	Mrs. Karen Bogacki	<a href="mailto:kbogacki@olc-school.org">kbogacki@olc-school.org</a>
Primary Grade Aide/ Librarian	Mrs. Maria Vaca	<a href="mailto:mvaca@olc-school.org">mvaca@olc-school.org</a>
Intermediate Aide:	Mrs. Lisa Johnson	<a href="mailto:ljohnson@olc-school.org">ljohnson@olc-school.org</a>
FSP Lunch Coordinator:	Mrs. Karen Artus	<a href="mailto:fsp@olc-school.org">fsp@olc-school.org</a>

### **Admission Policy**

Our Lady of Charity is operated under the auspices of the Catholic Bishop of Chicago, a sole corporation, in the Archdiocese of Chicago. Our Lady of Charity admits students of any race, color, sex, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. Our Lady of Charity School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic or other school-administered programs.

Our Lady of Charity School is open to all children whose parents want academic excellence, traditional discipline, and a total religious education program. Preference for admission will be given to registered members of Our Lady of Charity Parish.

A child entering Our Lady of Charity must be in compliance with the age requirements of the State of Illinois.

For admission of a child to Preschool or Kindergarten, parents shall present:

- 1) an official copy of the child's birth certificate
- 2) the baptismal record (if applicable)
- 3) the required State of Illinois health records
- 4) the latest report card and test scores from the school that child is transferring from

Children entering Preschool must be three years of age on or before September first. Children entering Kindergarten must be five years of age on or before September first. Children entering First Grade must be six years of age on or before September first.

Our Lady of Charity strives to provide its students needs. We recognize that some students may have special needs. WE will work with the public school districts to attempt to identify these students and to implement recommendation based on testing and evaluations; however, due to limited resources, we may not be able to serve all of these students and their unique and special needs.

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at Our Lady of Charity School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines that the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

### **Athlete Policy**

Our Lady of Charity offers an athletic program for student athletes. Representing the school athletic teams is both a responsibility and a privilege. Each student athlete is expected to maintain good academic grades ( Minimum grade of C in all classes) and good behavior record in school and appropriate demeanor is required in athletic practices and competitions. Failure to fulfill any of these expectations may result in the athlete's suspension or removal from the athletic program.

Absence from school on a given day mandates absence from participation in athletics that day.

### **Attendance**

When a student is absent from school for any reason, the School Office should be notified at 708-652-0262 between 7:30 a.m. and 8:30 a.m. Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extra-curricular activity. Students who have been absent for five or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students. Frequent absence (except for serious illness) will not be tolerated and could result in the retention of a child the following year. Upon returning to school, the child is responsible to make up any work prescribed by his/her teacher. Families of students who are habitually absent will be referred to a social worker.

For each day a student is absent, they will be given two days to make up any missed classroom and homework assignments. Special arrangements will be made for any student missing a significant amount of days due to an extended illness.

### **Before/ After School Program**

The Before Care Program is available from 7:00 a.m. to 7:45 a.m. The After School Program hours are 2:40 p.m. to 6:00 p.m. Registration forms and more information are available for this program in the Main Office. Registration is \$10 per family. Before Care will be charged at \$4.00 per child and after care will be charged at \$9.00 per child. All charges are billed to FACTS. Once a family falls more than 30 days behind in payments they will receive a warning letter, if the family does not bring their account up to date and falls further behind (60 days) the school will no longer allow their students to partake in this service and the family will be forced to make other arrangements.

If the family has a hardship case they must arrange, with the principal, a payment plan in order to remain in the program.

### **Bicycles**

Students may ride bicycles to school. Helmets are recommended. The bicycle rack is located next to the North school entrance. Bicycles should be locked in the bicycle rack with individual locks. The school is not responsible for damage to or theft of bicycles. Bicycles should be registered with the local police department.

Students may not ride their bicycles on any school/parish parking areas before, during or after school hours. Bicycles are to be walked to and from the bicycle rack. Students may not carry passengers on their bicycles and are expected to observe courtesy and traffic regulations while riding their bicycles.

Skateboards, scooters, and roller blades/skates may not be used or brought to school/parish property. The school/parish is not responsible for any damage to or thefts of skateboards, scooters, roller blades/skates, and other sports equipment on school/church grounds.



### **Bullying/ Harassment**

Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons.

The Pastor, administration, and staff of Our Lady of Charity 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.

According to State Law and Our Lady of Charity, Bullying / Harassment are characterized by:

- Aggressive behavior toward others
- Intentional, repeated acts over a period of time
- An imbalance of power between the bully and victim

Bullying actions in any form, including use of the Internet and other electronic devices, are unacceptable and will not be ignored. Children are unable to eliminate acts of bullying / harassment without adult support and guidance. Teachers, administrators and the community must work together to eliminate bullying / harassment. The cooperation of all is imperative

### **Care of Books and Equipment**

All books and equipment are to be properly cared for. Compensation will be expected for classroom books, library books or equipment that are lost or damaged. This includes writing in/ on non-consumable texts, desks, and materials of other students.

### **Cell phones**

The following guidelines must be followed for students that bring cell phones to school. If these guidelines are not followed, students who disregard the guidelines will no longer be permitted to bring a cell phone to school.

- **Upon entering the building, cell phones must be turned off.**
- Students must turn their cell phones in to their homeroom teacher at the start of each day. Phones will be kept in a locked location and given back to students at dismissal. Cell phones of students in 4th grade and younger must be stored in book bags and kept in the student closet throughout the school day.
- Cell phones may be used by students to contact parents after dismissal or during an extra curricular activity if given permission by the faculty supervisor. Use of phones on the school premises should be confined to communicating with parents.

If a staff member observes a student using a cell phone outside the aforementioned guidelines, they will take the phone. Parents must schedule a conference with the principal for the return of the phone. The school is not responsible for any lost, stolen and/ or damaged cell phones.

### **Chewing gum**

Chewing gum is not permitted in the school.

### **Code of Conduct Guidelines**

- Follow directions of teachers and staff.
- Listen to instruction attentively.
- Be polite to teachers, classmates, staff and visitors to our school.
- Being prepared for class
- Speak when recognized.
- Care for school property and the belongings of others.
- Be helpful to others
- Be honest in our work and friendships.
- Show trust and compassion to our friends, classmates, teachers, staff and volunteers.
- Be reverent and prayerful in Church, and during times of prayer and worship.
- Use language, words and actions that foster friendships and not fights or teasing.
- Observing a “hands off” policy

We, at Our Lady of Charity, are here to ensure that each child has the opportunity to learn and to develop his/her fullest potential. Students will, therefore, not be allowed to deprive themselves or others of the opportunity to learn in an orderly environment that is conducive to learning.

Should a student fail to observe a rule or policy, disciplinary action will be taken.

### **Conflict**

Difference of opinion is essential in the varied experiences of school. When a parent disagrees with a teacher’s decision, the following guidelines should be followed:

- The teacher should not be disagreed with or criticized in the presence of the child.
- The parent should communicate with the teacher as soon as possible and seek to resolve the conflict.
- Should a disagreement ensue, a school administrator may be contacted (by teacher or parent) to mediate the situation.

### **Consequences for Multiple and/or Grave Offenses**

Teachers will make contact with parents to advise them of continued misbehavior or serious misconduct. Any subsequent behavior issues during that marking period will result in a principal/parent/teacher conference. If behavior is not modified, the student will be suspended or expelled.

Grave offenses such as: the use of profanity towards a staff member or classmate, violence towards a teacher/staff/student, use or possession of drug materials, weapons, alcoholic beverages, smoking materials, gang related symbols, insignias, clothing, hair, make-up designs, vandalism to school or staff property, may result in an **automatic suspension or expulsion**.

Decisions regarding suspension and expulsion will be made by the principal.

### **Custody**

If parents are divorced or separated, the school presumes that both parents have access to the children, as well as to educational information. Unless the custodial parent can provide the school with proper court documentation, the school has no other recourse than to

allow the child to go with the other parent or share educational information with the non-custodial parent.

A grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

### **Delinquent Accounts**

- Any family that is delinquent in their account must contact the principal immediately and make necessary arrangements to make the account current.
- School families with a past due balance ~~in excess of \$750~~ may be excluded from classes at the end of the first marking period and again at the end of the second marking period.
- Our Lady of Charity School reserves the right to impose appropriate penalties in those situations where delinquent tuition problems persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, restricting student participation in extracurricular activities, and withholding of transcripts and records as prescribed by law.

The following rules are in effect:

- A late fee of \$30 will be assessed for payments that are not received on time.
- Bank charges of \$30 for checks returned for insufficient funds will be added to the outstanding tuition balance.

### **Detention System**

A school wide detention system is in place. The system will be primarily used for students in grades 1-8. Any faculty or staff member can issue a detention to a student who is not adhering to acceptable standards of conduct.

Detentions will be served after school from 2:50 p.m. - 3:30 p.m.

### **Discipline**

Our Philosophy of Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and calls upon us today to “love one another as I have loved you.” Within the context of this directive, our Lord has given us his expectation of all adults and students in our school. That is to show kindness and give respect in the modeling of Christian love for one another.

All teachers maintain a classroom management plan for their classroom that is reflective of the philosophy and mission of Our Lady of Charity School. Discipline is instructional in nature, allowing students to recognize their mistakes and learn from them. Parents are advised of classroom procedures by each individual teacher at the outset of the school year.

### **Drugs**

Possession, use, or distribution of drugs or alcohol in school, on school property, or at a school function by a student, will not be tolerated. Such behavior may result in an immediate suspension and / or expulsion from school.

Our Lady of Charity School Officials reserves the right to inspect all school and/or personal property on its campus.

### ***Early Dismissal***

If a child needs to leave school early or for part of the day, the following procedures need to be adhered to:

- A child is to bring a note explaining the reason. The Homeroom Teacher is to initial the note and place it in the Homeroom envelope.

The Main Office will retain the note.

At the time of dismissal, the child will report to the Main Office be picked up in the Office.

- If a child is returning to school, the child is to pick up an Office Permit with the return time noted and then re-enter the classroom. Under no circumstances may a child leave the premises without approval from the Administration.

### ***Electronic devices***

As we move further into the electronic age, many students have become accustomed to using digital music players and other electronic devices and carrying them at all times. Under no circumstances will the school be responsible for lost or stolen electronic devices that are brought to school. All valuable items should be left at home. If a student uses any electronic device at school without the permission of the teacher, the item will be confiscated. A parent must come to the school to retrieve the confiscated item from either the teacher or principal.

### ***Emergency Accident Procedure***

If an accident involving a student occurs, the child is sent to the Main Office. If there is any doubt as to whether the individual should be moved, the Main Office will be contacted and the proper authorities will be notified.

Please note: by signing the “Medical and Emergency Notification Information” form, you have authorized the School Principal or an authorized staff member to obtain necessary medical services that may be required for a child if parents or guardians are unavailable. By signing the aforementioned form, you have agreed to assume responsibility for any diagnosis/treatment and/or for medication deemed necessary. Therefore, it is of paramount importance that all personal information listed on the Emergency Cards be accurate and up to date.

All injured students requiring medical attention will have an Accident Report Form sent to Gallagher-Bassett Insurance Company. The Main Office will handle the filing of the report.

### ***Emergency Closings***

In severe weather please refer to Our Lady Charity’s website or Facebook page for any emergency closing of school. Before a decision to close school is made, the following factors are considered:

1. The decision of our local public schools
2. Safety of walking or driving

3. The ability of teachers to get to school  
You will get a phone call, e-mail blast, and/ or text message via our automate system incase of school closing. It is parental obligation to make sure the information the school has is current.

Information stating that school will be closed will be posted on the television, radio, and Internet will be posted as soon as it becomes available. If nothing is posted, school is open.

### ***Enrollment***

Students will be admitted to Our Lady of Charity according to the following:

1. Students from school families who are currently enrolled or who have siblings that have graduated from Our Lady of Charity School.
2. Students of parish families who are active members of the parish as of the year in which they seek enrollment.
3. Students from parish families who are active members of the parish as of the year in which they seek enrollment.
4. Students of families not currently registered in the parish.

Families of Kindergarten students who will be new to the school and families and students entering a grade level where the number of applicants exceeds the number of students appropriate for the grade level will be prioritized for acceptance according to membership in Our Lady of Charity Parish.

A participating member of the parish is one who has registered with the Parish (length of time may be considered), regularly attends liturgy, and volunteers for the parish.

### ***Financial Assistance***

#### **Tuition Grant Qualification and Process:**

1. Definition of a Parishioner: All families who actively continue in faith development, financial contribute (as is possible) attend mass regularly at any Catholic Church. Only registered parishioners of a Catholic Parish will be considered for tuition grants.
2. Families requesting a tuition grant must complete the following steps:
  - a) Register for school and pay any corresponding registration fees.
  - b) Verify with the school office that they are on good standing with their tuition balances
  - c) Completely fill out FACTS Grant and Aid, by set deadlines, all grant application forms, which will include W2 and federal tax information. (1040 forms)
  - d) All families that are eligible for Archdiocesan scholarships (such as Caritas) must apply before an award will be granted.
  - e) Must agree to provide all follow-up information requested.
  - f) Must keep all awards and correspondences confidential.
3. The Grant Application process will be as follows:
  - a) Families request a grant following steps listed in policy #2.
  - b) Grant Applications will be prioritized based on financial need as stated by FACTS Grant and Aid. .
  - c) All applications will be reviewed by the Financial Aid Committee, which will consist of the Principal, Business Manager, Pastor or other Parish Priest, and may have a representative from the Parish Council. No active parent is allowed to sit on the committee.
4. Once a grant amount is decided upon, the applicant will be informed via e-mail as to the

amount of the award. The school reserves the right to interview all/any applicants to determine validity of the data contained in the application.

5. The tuition grant is **only** applied to the tuition portion of the tuition and fees charged.

### **Tuition Grants Timeline:**

1. Only Students in good academic and disciplinary standing will be eligible for a tuition grant, along with financial need.
2. The total amount of grant money to be given out yearly will be determined each year by the Pastor, Business Manager, and Principal in accordance with the school budget.
3. All returning families **MUST APPLY** for aid **by APRIL 15th** of the current school year for aid awards for the following year.
4. All returning families who apply by the April 15th deadline will have their applications reviewed. **Grant notification amount will be issued** by June 1st.

### ***Forgotten items***

Parents, at no time, will be allowed to deliver supplies or lunches forgotten at home to their child's classroom.

Being prepared for school is essential for a successful day. We expect our students to come with their needed materials daily. Items, including books forgotten at home, lunch, and classroom materials, are not to be delivered to the classroom. We want to avoid any disruptions in the instruction time and respect the learning environment.

### ***Gangs***

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

The following may be subject to disciplinary action:

- intimidation and 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; and
- imitation of gang signs, symbols, actions, clothing, etc., at play before or after school, at recess, on or off school grounds.

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

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang

### ***Grading Scale***

A 100 - 90

B	89 - 82
C	81 - 74
D	73 - 66
U	65 and below

### **Graduation Requirements**

In order for an eighth grade student to graduate and receive a diploma from Our Lady of Charity School, the following expectations must be met:

- completed the school's academic requirements;
- achieved a passing grade on the Constitution of the United States and the State of Illinois examination;
- adhered to the school's code of conduct;
- returned all school materials; and
- maintained no outstanding balances on tuition or other required financial obligations.

Diplomas will not be awarded until all financial obligations are paid in full.

### **Head Lice**

Head lice, on occasion, do affect our students. Procedures are in place to try to prohibit the spread of head lice. A child's head may only be privately checked for head lice if they exhibit symptoms. Parents will be notified if the child does have head lice. While head lice do not cause disease, they are a nuisance and can spread quickly. For that reason, Parents are expected to pick up their child immediately to begin treatment. Treatment must be successful before the child can return to school. Siblings may be inspected for head lice also upon return to school.

### **Health Records**

Upon entrance to Our Lady of Charity, a child's health record must be current. A record of a physical exam and appropriate immunizations are required upon entrance into Preschool, Kindergarten, and Sixth Grade. Students in Pre-School, Kindergarten, Second and Sixth grades must also have current dental records. Kindergarten students must have a current vision test. Students transferring into Our Lady of Charity must also have proper medical/dental records on file.

If a child is not in compliance with the health and immunizations requirements, he or she may be excluded from school until the child presents proof of having had the health examination and having received required immunizations.

### **Home-School Communication**

Teacher web pages will be updated each month and be posted online. This will contain information about each grade's important events and activities for that month. In addition, the principal sends home information in the weekly. This contains important dates as well as information about all events that are transpiring here at school. The News and Notes is also posted on our school website, [www.olic-school.org](http://www.olic-school.org).

### **Honor Roll Policy**

The Our Lady of Charity Honor Roll for grades 4-8 is based on the academic average of the child. Academic average is determined by multiplying each "A" grade by 4 points, each

“B” grade by 3 points, and each “C” by 2 points. The sum is then divided by 7 for the 7 major academic areas (Religion, Reading, English, Spelling, Math, Science, Social Studies, and Computers). To qualify for either Gold or Silver Honor Roll, there must be no grade lower than a “C” in *any* subject. A grade of “C-“ is considered to be lower than a “C” and will prohibit a student from attaining an Honor Roll status.

CRITERIA FOR HONOR ROLL:

Gold Honor Roll (“A” Honors) Academic average of 3.6 - 4.0

Silver Honor Roll (“B” Honors) Academic average of 3.0 - 3.5

**Hot Lunch Program**

The school provides a hot lunch program through the Archdiocese Hot Lunch Program. Application forms are available to enable a family to qualify for free or reduced priced lunch and/or breakfast. These are distributed the first week of class. Lunch is ordered on a monthly basis. **Orders must be completed on time to ensure your child will receive lunch during that period.** Notification is sent in advance as to when orders are due. Your cooperation is greatly appreciated. **No fast food is allowed to be brought for a child’s lunch- including special lunch days.** Please make sure a child’s forgotten lunch is brought to school by the correct lunch time.

**Illness**

An ill child will be sent to the Main Office. If a child needs to go home, the Main Office will contact a parent (or an adult on the emergency card, if no parent can be reached). The child is to be picked up from the Main Office as soon as possible. A child should not return to school until he/she is completely recovered from the illness.

We ask that you be considerate to the other children in the class and do not send your child to school if they are sick or have a fever above 100 degrees. Children should remain home until they are fever free for 24 hours without the use of fever reducing medications. In addition, if a child is vomiting or experiencing diarrhea, they should remain home until they are free of these symptoms for 24 hours.

Other situations that may be necessary to keep your child home are, but not limited to: a severe or uncontrollable cough, runny nose with severe congestion that interferes with normal activity; purulent conjunctivitis (pink eye) until 24 hours after treatment has started, rash with fever or behavior changes; strep throat or other streptococcal infection until 24 hours after starting antibiotics and fever has subsided; lethargy.

Do not send your child to school if they are ill. Test, assessments and school work can be made up when they return. Report the absence to the office.

Communicable diseases- when the school becomes aware of a student with a contagious/ communicable disease, the school shall notify the parents/ guardians in writing. Appropriate information of the disease may be attached to the school’s notification, if the information is provided by a health source such as a hospital or a licensed health agency.

Health professionals determine the incubation period for contagious diseases/ conditions. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may



return to school. Questions regarding communicable diseases should be directed to the local health department.

If your child has seen a doctor for an illness and has been diagnosed with a transmittable disease (i.e. conjunctivitis, strep, fifth disease, scarlet fever, etc.) notify the school.

First aid for minor injuries will be given first aid. A parent/ guardian will be called, if necessary, or called immediately if the injury is questionable or more serious.

### **Inspection of Academic Records**

You have the right to look at your child's records maintained in the school file. The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure. You have the right to request corrections in your child's records if you believe the information is inaccurate.

### **Insurance**

Currently no student accident insurance is offered through the school.

### **Internet Permission and Use**

In today's society, technology is an essential part of an academic education. In order to serve this part of the students' education, rules must be in place for the use of the internet on school grounds.

Forms are sent home at the beginning of the school year that parents must sign and return to school. These forms grant their children permission to use the Internet here at school and outline the acceptable use policy. The school uses a firewall to prevent students from accessing inappropriate material while using the Internet here at school. Any student caught deliberately trying to circumvent the firewall by any means will not be permitted access to the computer lab, classroom computers or the Internet for a period of two weeks. This will have a detrimental impact on a student's ability to complete needed assignments and could adversely affect their grades for a given marking period. Any subsequent inappropriate actions will lead to further disciplinary action that may include suspension from school. The firewall is in place to insure that students are only accessing quality materials that have clear applications to what they are studying in the classroom.

### **Learning Development Services**

Teachers will work with parents to identify any special needs or challenges individual students may have that serve as barriers to the educational success of a child. Children can be diagnosed for a learning disability by School District #99. All the necessary forms are in the Main Office and must be completed by the teacher and subsequently signed by the principal and parent.

A Reading remediation program is available to qualifying students in primary grades that are not reading at grade level. The program teacher is provided by District #99. Speech services are available for qualifying students.

### **Lost and Found**

The Extended Day room has a "Lost and Found" box. Students and parents should check in the Extended Day room for misplaced items. All student clothing and personal items

should be labeled with the child's name and current grade level. Items are given to charity if not claimed.

### **Mandated Reporters for Child Abuse**

Any member of the Our Lady of Charity faculty who has reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS). This includes the principal, teachers, teacher assistants, the school secretary, custodial staff, school board members and anyone who is employed by the school.

### **Medication**

Our Lady of Charity school retains the right to deny requests to administer medication to the student provided that such a denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/ guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/ guardian or designee administer the medication in school.

### **Parents**

Parents are welcome in the school. They must, however, schedule an appointment if they are going to meet with the principal, their child's teacher or visit their child's classroom.

### **Parental Commitment Program**

Each family is required to commit 15 hours of volunteer service to the school or parish. These hours can be completed in a variety of ways including: chaperoning class field trips, parish clean up days, coaching, assisting teachers with projects, lunch room volunteers, helping at FSA events, church cleaners, assist on committees or volunteer for school fundraising events (Snow Ball), catechism teachers, and many other opportunities. Hours not completed will be charged to a families tuition account at a rate of \$15 per hour.

### **Parental Obligations**

The following obligations must be met. If you do not complete these obligations, you will be billed for the balance at the end of the school year.

- Chocolate Sale – Each student must sell one box of chocolate at the cost of \$60 total.
- Event Raffle – Each family must sell 20 raffle tickets (\$5 each) for \$100 total for the *Snow Ball* at Our Lady of Charity.
- Spring fundraiser- details TBD
- Parental Commitment Hours - All families must complete 15 volunteer hours through the course of the year. Hours not completed will be charged to a family's tuition account at a rate of \$15 per hour.

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

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

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.
- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

### **Parent and Teacher Conferences**

Parent and teacher conferences will be made available three times during the school year. All conferences will be at the halfway point of the marking period. Parents are expected to attend the first conference. The remaining two conferences are optional for parents unless the teacher requests the time.

### **Parishioner credit**

This school year, you may be eligible for parishioner credits. Every family is eligible for three \$150 credits for a maximum of \$450 for the school year. In order to qualify for this credit, you must be registered at a Catholic church. We will contact your home parish to find out if you are active and contributing. All families must use the parish issued envelopes in order for their contributions to be counted. This is a parent obligation to use the envelopes. If you do not have envelopes, contact your parish rectory. The schedule for credits is as following:

#### **Months reviewed:**

**(at least 65% church attendance)**

**Credit will be issue in:**

August, September, October

November

November, December, January

February

February, March, April

May

### **Parties**

When special parties or holiday celebrations take place, the grade level homeroom teacher should coordinate and plan the event. The academic teachers who have the class at the regularly scheduled time should assist and support the event as needed. **Administration must receive the information regarding these events in advance and grant approval.** If a child wishes to celebrate their birthday with their classmates, parents must make prior arrangements with the classroom teacher. Elaborate parties are not permitted. Parents should consider bringing healthy foods for the celebration. Please bring portioned items – i.e. individual juice boxes rather than a gallon of juice that would require cups and pouring. All items brought must be **store bought** and have an ingredient list.

### **Passes**

A hall pass may be issued by a teacher any time a student is given permission to leave the classroom. At no time should a student be in the hallways without the consent of the teacher.

### **Personal Gifts/Invitations**

In an effort to respect the feelings of others, students are not allowed to pass out personal information, party invitations (unless all children in class are included), or exchange individual Christmas/ Birthday gifts to selected students during the school day.

### **Pets on School grounds**

Out of respect for those students with allergies to dogs or other animals or for those students who may not be comfortable around animals, students and families may not bring animals on school grounds/buildings before school, during the school day, or at dismissal.

### **Photography Permission**

Forms are sent home at the beginning of the school year that request parental permission to use student pictures in school publications, including posting photos on the school website.

### **Prayer/ Pledge**

Each day is to begin and end with a prayer. After the morning prayer, the Pledge of Allegiance is recited.

### **Progress Reports**

Progress reports are issued at the mid-point of each trimester. Progress reports are to be signed by the parent and returned to the homeroom teacher the following day.

### **Public Scandal**

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 Our Lady of Charity church or school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others.

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

### **Refunds**

If a student withdraws from the school prior to the 10<sup>th</sup> calendar day of the month, fifty (50) percent of the tuition for that month will be refundable. If a student withdraws from the school on the 10<sup>th</sup> day of the month or after, the tuition for the month is fully earned.

Beyond the month of withdrawal, as outlined above, any tuition pre-paid by the student's family will be refunded.

Registration fees for families currently enrolled at Our Lady of Charity school are non-refundable. A non-refundable registration fee will also apply to families not currently enrolled at Our Lady of Charity School, payable at time of application.

### ***Registration Fee***

Each year a registration fee will be due per family. Families of currently enrolled families will have the registration fee billed to their FACTS tuition account. Students new to Our Lady of Charity will pay their fee upon application. ***This fee is non-refundable.***

### **Late Registration (including Pre-School)**

1. For students starting late, tuition and book fees will be prorated. We will not distinguish between start date, I.E. starting last day of the month will be treated the same as starting 1st day of the month. When students register late, they will still be responsible for paying the full registration fee and the following prorated schedule will be used.

- a) August registration: Full Payment
- b) September registration: Full Payment
- c) October registration: 90% of (Net) Tuition and Fees
- d) November registration: 80% of (Net) Tuition and Fees
- e) December registration: 70% of (Net) Tuition and Fees
- f) January registration: 60% of (Net) Tuition and Fees
- g) February registration: 50% of (Net) Tuition and Fees
- h) March registration: 35% of (Net) Tuition and Fees
- i) April registration: 30% of (Net) Tuition and Fees
- j) May registration: 15% of (Net) Tuition and Fees

2. Families registering late will be able to apply for tuition grants provided they follow the step outline in Policy #1 and that there are funds still available.

### ***Religious Program***

A primary reason for the existence of Our Lady of Charity School is to provide an environment where Christian values are lived and where sound Catholic doctrine is taught. Special attention is given to the preparation and presentation of the formal classes and all teachers strive to stress Catholic values in every area of the curriculum. It is the home, however, that is responsible for reinforcing these values.

We urge parents to pray with your children and to cooperate with the school and parish communities in forming your children into wholesome Catholic adults. The school provides opportunities for prayer in the classroom on a daily basis. Special All-School Liturgies are celebrated throughout the school year. Grade level groups attend Mass once a week. Parents are responsible for bringing their children to Sunday Mass.

### ***Report Cards***

Report cards are issued three times a year. Please check the monthly school calendar for dates. All financial obligations must be up to date in order for reports cards to be distributed.

### ***Request for Teachers***

Classroom placement for students is professionally determined by teachers and the administration in relation to:

- Equal gender (as close as possible) in each homeroom
- Special academic needs
- Social considerations

Teachers at each grade level follow the same curriculum objectives during the year though teaching styles may vary. Requests for particular teachers will not be considered.

### ***Retention of Students***

Retention of students in Preschool through Grade 8 will be a collaborative decision made among the teacher, parent(s), and principal following the procedures of the Office of Catholic Education.

The decision to retain a student is an extremely serious one and will be made only if there has been adequate evaluation and documentation to indicate that a student would most likely benefit from repeating a grade. Retention of a student should not be used as a punitive measure and only when it is in the best interest of the child.

The following guidelines may help avoid misunderstandings. Teachers will implement the following:

- September/October – Adjust learning program for child who may be getting a slow start, and notify parents/guardians in writing.
- November – Reevaluate learning program. Implement process for outside testing, extra help, further adjustments to program. Keep parents informed in writing as well as the principal.
- December – Monitor development. Keep parents/guardians informed.
- January – Conduct evaluation conference with parent/guardian. Discuss possible alternatives, including retention, with family and principal. If advisable, refer the child for academic testing or continue to pursue all or some of earlier recommendations.
- February – Inform parents/guardians in writing as to student's progress in light of adjustments made. Provide copy for principal.
- March – Discuss retention with family and principal. Document content of discussion and place in student's file.
- April – Make a preliminary decision regarding retention in consultation with principal. Discuss further with parents/guardians.
- May – Make a final decision regarding retention in consultation with principal. Notify parent/guardian. Place copy of notification in student's file.

### ***School Hours***

Office Hours: Monday through Friday 7:30 AM – 3:00 PM

Office hours will change in the summer months

## Pre-kindergarten through Eighth Grade:

7:45 AM	Enter building
8:00 AM	Must be in building
11:05 AM	Lunch (PK, K, 1)
11:25 AM	Lunch (2, 3, & 4)
11:45 AM	Lunch (5, 6, 7, & 8)
2:30 PM	PK and K dismissal
2:40 PM	Grades 1 through 8 dismissal

All children should be picked up by 2:45. It is the parent or guardians' responsibility to pick up children on time unless a student is in an after school activity. If a child is not picked up by 2:50, the child will be escorted to the Extended Day program and the parents/guardians will be charged.

### ***Search and Seizure***

All property of the school, including student desks and coat rooms, as well as contents, may be opened, searched or inspected at any time without notice. School authorities are allowed to inspect and search personal effects left in those areas by students without notice to or consent of students and without search warrants. The school will report weapon and controlled substance violations to the local police.

### ***Sexual Harassment***

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

### ***Standardized Testing***

The ACT Aspire Test is given to each child in grades 3-8 yearly in the early spring. The results are sent to parents and are used to assess the current curriculum needs of the school and assist in academic planning.

### ***State Health Requirements for school***

1. Dental- All students in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade are required to have a dental examination performed by a licensed dentist.
2. Health Exams- Health exams/ immunizations are required for all students in accordance with the Illinois (ISBE) requirements. A health exam is required by all children entering Pre-Kindergarten for the first time, Kindergarten and 6<sup>th</sup> grade. Preschool and 6<sup>th</sup> grade must meet the Hepatitis B requirements. Health exams must be completed within 1 year prior to the entry into the above grades. Health exam forms are required to be submitted to the office prior to the first day of school or the student will be sent home. An out of state or out of country transfer student must present a health exam that was completed within 1 year prior to entry on a form comparable to the Illinois Health Exam form.
3. Eye Examination with a licensed optometrist or ophthalmologist is required for all students entering kindergarten or students entering first grade who did not attend kindergarten by October 15<sup>th</sup>.

### ***Student Drop Off and Pick Up Policy***

Option #1: Children coming to/from school by car may be dropped off and picked up in the parking lot. **Enter only from 58<sup>th</sup> Avenue and exit only on 37<sup>th</sup> Street. Park**

**only in designated spaces in the lot, not in the aisles.** Wait until all children are away from the cars before pulling away. The parking lot areas are to be vacated immediately after school.

Option #2: “**Kiss and Go**” : Parking on 57<sup>th</sup> Court. Please give your good byes to your child (ren) before you leave your home and make sure they have with them everything they will need for the day. Please pull as forward as you can and have your child exit the vehicle. It is safer to have them exit curbside. Your child will exit the vehicle and enter the appropriate door. **Adults should not exit the vehicle.**

Doors will be open at 7:45 am. Students will enter through the North doors and go directly to their classrooms. The school is not responsible for students who arrive earlier than 7:45 am unless they check into the before care or breakfast program.

All grades 1st-8th dismiss at 2:40 pm. Pre-School and Kindergarten dismiss at 2:30.

Teachers will escort students outside at the end of each school day. Teachers will remain outside until all students are picked up.

Pre-Kindergarten and Kindergarten classes will be dismissed through the North entrance to the school building. All other students will exit into the south parking lot.

### **Supervision**

Children must be under teacher supervision at all times. This is a vital legal responsibility. No child or group of children is, therefore, to be left unsupervised at any time.

### **Tardiness**

The North doors of the school will open at 7:45 a.m. The school is not responsible for students who arrive before this time. The tardy bell rings at 8:00 a.m. **The students must be at their desks, ready to begin the day at 8:00 a.m.** Tardiness has a negative impact on the entire school community. It does not only affect the child that is tardy, but disrupts the learning environment of every student in that classroom.

If your child arrives to school at 8:00 or later, they must report to the school office for a tardy slip. Each student is permitted to be tardy three (3) times a semester. **The fourth tardy the student will receive a pink warning note** and fifth tardy will result in a morning detention and will be charged a \$5.00 supervision fee. A slip will be sent home with the day and time of the morning detention. Morning detentions will start at 7:15 AM. Any detention missed will result in a double detention assigned. Morning detentions may not be substituted with afternoon detentions

### **Technology Use Outside of School**

Parents and Guardians are primarily responsible for their students' appropriate and ethical use of technology outside of the school. However, the inappropriate use of technology outside of the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to: harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/ photographs and threats. Technology may include, but is not limited to Computers, laptops, tablets, Television, DVDs, Videos, etc.



The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual activity or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/ Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school property.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

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

### **Threats**

All threats made by students will be treated seriously. Any threat of violence made by a student will result in the following:

- Parental Notification
- Notification of Police
- Notification of the Archdiocese Office of Catholic Schools
- Possible suspension/ expulsion will be determined by the principal

### **Tuition and Fees 2016-2018**

Preschool child	\$5398
One child	\$4865
Two Children	\$7444
Three children	\$9811
Call office for rate of four children or more	

Registration	\$300
PCP Hours	\$15 for each hour not worked

Other fees may occur during the school year such as, but not limited to: hot lunch, extended day, field trips, etc. Tuition cost does not reflect of the actual cost of educating a child at Our Lady of Charity School.

Families registering or re-registering in Our Lady of Charity School are entering into an agreement with the school to pay the fees and amounts as set forth in the tuition schedule for that school year. Our Lady of Charity School uses FACTS to collect all tuition. Each family **must create an account set up for automatic withdrawals.**

Payments are due on the 5<sup>th</sup> or the 20<sup>th</sup> of each month and should be submitted directly to the company.

### **Volunteer and Fund Raising Responsibilities**

1. Families are expected to volunteer for at least 15 hours of service at the school. Families that do not fulfill this commitment will be assessed the current Commitment Waiver Fee

(currently \$15/ each hour not completed).

2. Each family will also be responsible for participating in school fundraisers such as candy sales, school raffles and a Spring Fundraiser TBD.
3. Families that receive a tuition grant are expected to volunteer their time in excess of the normal volunteer commitments of typical school families.

### ***Tuition Collection Policy/ FACTS***

All families must register with FACTS tuition management, our means of collecting tuition. FACTS offers families flexible and convenient payment options and payment plans. Their website is available to parents 24/7.

1. Families, who fall under the definition of a parishioner outlined in policy #1, are entitled to a discount.
2. All families are expected to pay a registration fee at the time of registering. This fee is non-refundable. No portion of this fee will be applied to tuition, this fee covers tuition management set-up and administrative work required to set-up a family within the school systems.
3. Families will make tuition payments according to one of the following payment plans
  - a) Full payment
  - b) Trimester Payments
  - c) 10 Monthly Payments
  - d) 11 Monthly Payments
  - e) 12 Monthly Payments
3. Extended Care will be **billed separately** from School Tuition and Fees. There will be a registration fee and a flat rate per student. See Extended Care section for more details.

### **Tuition Delinquency**

1. All Families will be required to create a tuition contract in FACTS that includes the following:
  - a) The amount of tuition and book fees owed will be entered by school (Net of tuition grant).
  - b) The payment plan chosen and the start date of the payment plan.
  - c) Any required volunteer obligation.
2. Once the plan/contract is in place, if a tuition payment is not received by the due date, it will be considered late and FACTS will assess a late fee, which will be the responsibility of the families.
3. Once their payment plans are set-up in FACTS, all families are required to access their accounts and set-up an automatic payment type within the system.
4. Once a family falls **60 days behind in their payment** the student(s) within that family will be **excluded from class** until the time that the tuition account is up to date.
5. In the case of hardship, the family can meet with the Principal and if the family provides a reasonable explanation supported by appropriate documentation, the Principal may agree to an appropriate late payment schedule. In select extreme circumstances, the Principal may decide, with agreement from the Pastoral Staff, to reduce the tuition payment amount

by applying the tuition grant guidelines from policy #1. In either case, the new payment schedule will be communicated

6. If by May 1st the families account is past due the following actions will be taken:  
a Final report cards will be withheld until the tuition account is paid in full.

b Past grades and other student information (except for state mandated information) will be withheld for student transferring to another school.

c 8th grade students will be withheld from graduation activities and diplomas will be withheld until account is up to date.

7. When school ends in June, the principal will contact any family with an outstanding balance. If the tuition and fees has still not been paid by August 1st, the names of those families will be turned over to the Diocesan Legal Group for follow-up and those families will not be allowed to return the next year.

### ***Uniform Policy***

The school uniform is worn as a symbol of pride in oneself and the school community. The school needs the parents and guardians to support and cooperation to enforce the school uniform policy.

Students will be in uniform on the first day of school. The school principal has final determination of appropriate attire and hairstyles.

### ***All school uniforms can be purchased through:***

Schoolbelles, 7661 South Harlem Avenue , Bridgeview, IL 60459  
(708) 929 - 4695 Fax # (708) 929- 4697

### ***Pre-kindergarten Only***

Pre-kindergarten student will wear the Our Lady of Charity gym uniform with gym shoes (plain black or white shoes with velcro- no flashing lights, cartoon characters, etc.) everyday.

### ***Grades K-8***

#### Shirts/ Blouses

Boys: Grades K-8 Long or short sleeved white polo shirts\*  
Girls: Grades K-8 plain white uniform button-down cotton blouses\*  
or white long- or short- sleeved polo shirts\*.

\*Shirts, blouses and polos must be tucked in at all times

#### Pants

Boys Grades K-8 Black twill dress trousers  
Trousers should fit appropriately and be worn at the waist. This also applies to out-of-uniform days.  
No baggy or oversized trousers will be allowed.

#### Skirts/ Jumpers

Girls Grades K-4 White/red/black plaid v-neck jumpers  
Grade 5-8 White/red/black plaid split skirts or kick pleat Skirts\*

\*If shorts are worn under the skirts, they must be shorter than

the skirt. Proper skirt length is TWO INCHES above the knee or longer.

#### Sweaters

- |       |            |  |
|-------|------------|--|
| Boys  | Grades K-8 | Plain red cardigans, red v-necked pull-overs, or OLC sweatshirts must be worn.         |
| Girls | Grades K-4 | Plain red cardigans or OLC sweatshirts may be worn.                                    |
|       | Grades 5-8 | Plain red cardigans, red v-neck pullovers, red vests, or OLC sweatshirts must be worn. |

#### Socks/ Tights

- |       |            |   |
|-------|------------|---|
| Boys  | Grades K-8 |   |
| Girls | Grades K-8 | Knee-high or over the ankle solid red, white, or black socks or tights are permitted.<br><i>No leggings allowed</i> |

#### ***Shoes- Students K-8***

- Black or brown dress shoes must be worn with the school uniform. Heels should be low and have a soft sole. All black or all white low-top sneakers may also be worn with the school uniform. Sneakers should not have designs or flashing lights or any other distractions.
- Sneakers are required on gym days
- Snow, hiking, cowboy boots, or other forms of outdoor footwear are not permitted in class. If it becomes necessary to wear any of the above because of weather conditions, they must be exchanged for school shoes in the classroom.
- School principal will be the final determination of the appropriateness of the shoe. Please be conservative with your choice of shoe. If necessary, parents may be asked to replace student's shoes.

#### ***Hairstyles***

Student's hair must be neat, clean, well-groomed, and reflect a conservative style. Extreme styles are not acceptable: no tails, no designs of any kind, and no shaved to the skin (full or partial head). Boys may not have hair length past their collar and may not go below mid ear and the front may not pass the eyebrows. Hair must remain its natural color. No highlighted, frosted, dyed, etc., hair is acceptable.

#### ***Jewelry, Make-Up, and Nail Polish***

- Make up and nail polish are not permitted. This also applies for out of uniform days.
- Wrist watches and appropriate religious medals or crosses are the only jewelry that is permitted to be worn by students. Bracelets (except medical) are not allowed
- Body art, including self applied marker, ink, etc., is not allowed
- Girls who have pierced ears may wear one pair of small stud earrings. Earrings are not permitted in the cartilage of the ear. Boys are prohibited from wearing earrings.

#### ***Warm Weather Uniform (Optional)***

From the beginning of school until September 30<sup>th</sup> and from May 1<sup>st</sup> until the end of the school year.

Shorts- Boys and Girls

Grades K-8 Black walking shorts- shorts should be above the knee and below mid thigh

Socks- Boys and Girls

Grades K-8 Over the ankle socks

### ***Cold Weather Uniform (Optional)***

From November 1<sup>st</sup> until March 31<sup>st</sup>

Shirts

Boys Grades K-8 White turtleneck knit shirts

Girls Grades K-8 White turtleneck knit shirts

Pants/ Slacks

Girls Grade K-8 Black pleated front twill slacks (no jeans, polyester pull-ups, leggings, or corduroys)

### ***Gym Uniform for All Grades***

- Only Our Lady of Charity or Cicero Catholic School logo gym wear is permitted. Sweatpants must be worn at the waist. Sweatpants must be worn to ankle length.
- Students may wear a long sleeve t-shirt underneath their gym shirt from November 1<sup>st</sup> through March 1<sup>st</sup>. The only color permitted is white.
- Students are required to wear standard gym shoes.

### ***Non-Uniform Days***

Children are not required to wear their school uniforms on these days:

1. The child's birthday
2. A day where the child has earned a "No uniform day" as a prize or reward
3. Days in which the school has declared an out-of-uniform day due to a Student Council activity, a holiday celebration, class pictures, or other special occasions

When children are not in uniform, they are expected to come to school dressed appropriately. Tight fitting clothing as well as T-shirts, buttons or patches with suggestive or double meanings are not appropriate dress for school. Halter tops, tank tops, short-shorts, skinny jeans, leggings, yoga pants, and excessively loose fitting clothes may not be worn.

The school reserves the right to have the child call home for a change of clothes should he/she be dressed inappropriately for school.

Uniform code on Jewelry, Make up, Nail polish, Hair, shoes apply on non-uniform days

### ***Vacations During the School Year***

Because of the serious disruption to a child's learning process, vacations during the school year are strongly discouraged. "Making up the work" never substitutes for the actual classroom experience and teacher's instruction. Likewise, grades invariably slip as a result of such vacations. If parents do arrange such a vacation, however, advance written notice should be given to the Main Office, stating the exact days the child will be absent. The school takes no responsibility for the learning missed during the absence, nor will teachers

prepare work to be done during the trip. When the child returns, he/she is to ask each teacher what work/tests have to be made up. It is the responsibility of the parents to see that the child learns the material, makes up the work, and prepares for the tests.

### **Visitors**

For reasons of security and safety, all school visitors must first register in the Main Office. All visitors must sign the Visitors Log inside the Main Office. Parents are not to enter the Principal's Office or classrooms at any time without an appointment or permission of the Principal. Parents must schedule an appointment to formally visit a classroom.

### **Volunteer and Chaperone Guidelines**

Prior to the field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.
2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. *"If you can't see the student, you are not supervising!"*
3. Students must stay with you at all times. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. ***Count, count, count throughout the day!***
4. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.

7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.
8. In order to comply with school policy, chaperones may not
  - . use, sell, provide, possess or be under the influence of drugs or alcohol.
  - . use tobacco or tobacco products in the presence of, or within the sight of, students.
  - . possess any weapon or firearm.
  - . administer any medication, prescription or nonprescription, to students.
9. Questions regarding these guidelines should be directed to the principal or the teacher.

### **Volunteer Requirements**

As part of their total educational program experience, children participate in a variety of field trips within the school year. A parental permission slip must be signed and returned to the school before a child may participate. Parents who would like to serve as chaperones must complete all the necessary Archdiocesan requirements for volunteers in order to be allowed to assist in the supervision of children on field trips. All chaperones and parent volunteers must be at least 21 years of age and comply with the following Safe Environment requirements:

- Criminal Background Screening (eAppsDB online form)
- Code of Conduct Personnel Acknowledgement Form
- Child Abuse and Neglect Tracking System (CANTS) form
- VIRTUS class certificate of attendance

### **Weapons**

Students shall not carry, possess, display, or use weapons in school or on school premises. Depending on violation circumstances, students will be counseled, suspended, or expelled. The definition of weapons for which students can be expelled includes, but is not limited to, knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.

### **Winter Weather**

When the outside temperature and/or wind chill factor is 10 degrees or below, all children remain indoors for recess. When the temperature is above 10 degrees and the air is generally dry, all children are expected to go outdoors.

For Preschool, the guidelines followed for out door play is 25 degrees and below 90 degrees.

### **Right to Amend**

The school's policy and procedures are updated continually to meet the changing needs of our students. As such, the principal reserves the right to amend the parent handbook as needed. The school will attempt to keep parents/guardians notified of all changes as soon as practical. However, some changes may be made immediately due to unforeseen circumstances.



## OUR LADY OF CHARITY SCHOOL

---

3620 SOUTH 57TH COURT · CICERO, IL 60804  
(708) 652-0262 PHONE · (708) 652-0601 FAX

DATE: August 22, 2017  
TO: Parents, Teachers and all other School Employees  
FROM: Lynne Allen / Mrs. LeTourneau  
RE: Notification Letter Concerning Asbestos  
Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damage.

The school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas **not readily accessible to building occupants or students.**

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.



If you have any questions or concerns, please contact me in the school office.

Sincerely,  
Mrs. LeTourneau  
Principal  
Our Lady of Charity School



## OUR LADY OF CHARITY SCHOOL

---

3620 SOUTH 57TH COURT · CICERO, IL 60804  
(708) 652-0262 PHONE · (708) 652-0601 FAX

PARA: Padres, maestros y el resto de empleados escolares

DE: Lynne Allen/ Mrs. LeTourneau

ASUNTO: Carta de Notificación con relación al Plan de Manejo y Control de  
Materiales con contenidos de Asbestos para su escuela

En 1986, el Congreso aprobó la Ley de Respuesta de Emergencia contra los Peligros del Asbesto (AHERA por sus siglas en inglés). Esa ley obliga a todas las escuelas, desde el jardín de niños hasta el 12o grado, a ser inspeccionadas y a identificar materiales utilizados en su construcción que contengan asbestos. La ley exige el desarrollo de un Plan de Control y Manejo basado en los hallazgos de la inspección, el cual delinea nuestra intención de controlar la exposición potencial a las fibras de asbestos en nuestras escuelas.

En el pasado, los asbestos se utilizaron de manera muy amplia en materiales de construcción debido a sus capacidades de aislamiento y para retardar los incendios. Virtualmente cualquier edificio construido antes de la segunda mitad de los años 1970's contiene al menos algunos asbestos en el aislamiento de las tuberías y en las estructuras contra fuego. Nosotros también tenemos edificios con materiales que contienen asbestos. La preocupación principal surge cuando estos materiales comienzan a deteriorarse o se dañan.

Después de la inspección realizada a su escuela se identificaron en su edificio algunos materiales que contienen asbestos. Estos materiales se encuentran en diferentes lugares incluyendo las losetas del piso, el aislamiento de las tuberías y las áreas mecánicas **no accesibles a los ocupantes de los edificios o a los estudiantes.**

El Plan de Inspección y Manejo de su escuela delinea en detalle los métodos utilizados para mantener bajo un control seguro estos materiales. Además, como lo indica la ley, varios miembros apropiados de la escuela han sido capacitados para administrar este programa.

En el archivo de la oficina de su escuela local se encuentra una copia del reporte de inspección y del plan de control y manejo para que usted pueda revisarlos si así lo desea.

Si tiene alguna pregunta, favor de llamarme a la oficina.

Atentamente:

Mrs. LeTourneau

Directora, Nuestra Señora de la Caridad

**Parent and Student Handbook**

**Return this page by August 24, 2017**

**Parent Signatures**

After you have read the entire Parent Handbook and discussed it with your student(s), please sign and date the form below. Your signature indicates that you have understood the policies, procedures and rules set forth in the document and are willing to adhere to them.

Please note that the school's policy and procedures are updated continually to meet the changing needs of our students. As such, the principal reserves the right to amend the parent handbook as needed. The school will attempt to keep parents/guardians notified of all changes as soon as practical. However, some changes may be made immediately due to unforeseen circumstances.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Student's Name(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---