

# CHILDREN OF PEACE



## **2016-2017 Parent and Student Handbook**

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## **MISSION STATEMENT**

Children of Peace School is an Archdiocesan Catholic school serving the Illinois Medical District and Metropolitan Chicago. A caring community of children, parents, and professional staff are brought together by their faith in God.

Our educational program meets the academic and social needs of a diverse student population which includes the education of deaf and hard-of-hearing in a nurturing and safe environment.

## **PHILOSOPHY**

We believe that parents are the child's primary educators. We will work together to assure the child's individual educational success.

We, as staff members of Children of Peace, believe that we will: be a witness to and teach the good news of the Gospel, guide the students in learning and exhibiting Christian values, work together to promote human dignity, combat racism, and challenge injustices, provide a complete curriculum that reflects a culture of continuous, effective and meaningful learning appropriate to the needs of all.

***JESUS STOOD BEFORE THEM AND SAID,  
"Peace Be With You!"  
Matthew 28:9***

## **Guiding Principles for a Peaceful Learning Community**

Children of Peace School is a safe place...

*For people's feelings...*

Everyone is treated with compassion. We treat everyone fairly and respectfully regardless of race, ethnicity, religion, sexual orientation, looks, size, strengths or weaknesses. We welcome expressions of individuality.

*For people's ideas...*

We listen to others without interrupting.

We speak in a respectful manner and tone.

We use language that is appropriate in a school environment.

*For learning...*

We work together to maintain a peaceful and productive atmosphere.

### **SCHOOL GOALS SET BY THE TEACHERS**

- To foster character development in an environment of respect, responsibility, and safe practice that includes the spirit and principles of our Catholic identity.
- To increase academic achievement in all subject areas, with a special emphasis on mathematics, and writing through a rigorous curriculum utilizing the Archdiocesan standards and an analysis of student data.
- To continue the practice of inclusion for the benefit of all of our students.
- To cultivate 21st century skills by integrating all available technology.
- To engage students through project-based and hands-on learning in order to increase understanding and performance.

## **EXPECTATIONS FOR CHILDREN OF PEACE STUDENTS**

Children of Peace is a Catholic school that believes in educating the whole child. The environment promotes positive relationships among all in the school community. It supports the development of a positive self-image, high academic and behavioral standards, and encourages maximum learning and the development of talents in a climate where individual contributions are respected. Our goal is to encourage students to be active participants in their learning, explore and develop their own personal beliefs, and become independent thinkers. In order to create a positive atmosphere that promotes the academic growth of each student, the following expectations have been established for all grades.

- Children of Peace students demonstrate a serious and positive attitude toward learning.
- Children of Peace students respect themselves, others, and the property of others.
- Children of Peace students act responsibly and take responsibility for their own actions.
- Children of Peace students will never use any form of bullying against another student or staff member.
- Children of Peace students make conscientious decisions to maintain a safe and healthy lifestyle.
- Children of Peace students are punctual.
- Children of Peace students dress in a manner that reflects a positive self-image. Uniforms are neat and clean. Hair is neatly groomed.
- Children of Peace students come prepared for class with proper school supplies and homework complete

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## **Amending the Handbook**

The school administration retains the right to amend the handbook during the course of the current school year for just cause. Parents will be given notifications of changes.

## **Absences**

In case of an absence, parents must telephone the school office before 8:30 to report the absence and include the reason for the absence. A phone call will be made if the office is not notified.

When your child returns to school after an absence, state law mandates that a note signed and dated by the parent/guardian must accompany the child on his/her first day back. **No child will be readmitted to the classroom without this note.**

- In the case of a contagious disease (measles, chicken pox, mumps, strep throat. . .) a note of readmission from a physician is required. If no note is presented, a child cannot be readmitted to the classroom.
- If a student's daily absences become excessive due to illness, the school may request the parent to provide a physician's documentation indicating that the student's absence from school was a result of illness and resulted in his/her extended absence from school.
- Students who have been absent are required to make up all possible assignments as determined by the teacher. Homework pickup must be requested at the time when the absence is reported.
- Parents should not schedule in vacations during designated school days. Vacations should be taken during school breaks. Teachers will not be held responsible to supply missed school work for the student who takes vacation during unscheduled school breaks.

## **Admissions**

Children of Peace School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. Children of Peace School does not discriminate on the basis of sex, race, color or national and ethnic origin in administration of educational, athletic or other school administered programs. Children of Peace School observes the state and health requirements mandated by the State of Illinois and Chicago Board of Health.

- All students entering preschool must be three years of age by September 1<sup>st</sup>.
- All students entering kindergarten must be five years of age by September 1<sup>st</sup>.

- The child's birth certificate and baptismal record (if applicable) and a record of compliance with local and State of Illinois health requirements must be available.
- In the case of transfers, parents must present the proper transfer or appropriate credentials from the school previously attended prior to the first day of school. Upon written request from the receiving school, all records from the previous school shall be transferred within 10 days provided financial obligations to the school have been met.
- Any new student entering grades K-8 must submit a previous school year's report card and test scores.

### **Admission (Provisional)**

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at Children of Peace 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 the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

### **Arrival**

A Before School Program operates at the school. The program begins at 6:00 A.M. and takes place in Building B that houses the gym. All children arriving before 7:50 A.M. will be placed in the morning care program and there will be a charge.

The school day begins at 8:00 A.M. The late bell rings at 8:05 A.M. **Any students arriving after 8:05 A.M. must be signed in by a parent/guardian in the main office.**

### **Attendance**

It is extremely important that students be regular and punctual in attendance. Absence and tardiness seriously disrupt a student's performance in school, interferes with a classroom's daily activities, and affects 8<sup>th</sup> graders acceptance into high school.

### **Awards**

Student achievement is recognized each trimester. A variety of recognition awards for grades 1-8 are given out at the end of each trimester.

## **Birthday Celebrations**

Birthday celebrations must be simple and **pre-approved by the teacher**. Treats sent should follow the wellness program implemented by the school. Only those treats listed under “Healthful Foods” will be allowed to be distributed. All others will be sent home.

## **Bullying/Harassment Policies and Procedures**

**As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.**

### **Bullying acts may be**

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which **includes**, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.)

**No student shall be subjected to bullying during** any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the **Bullying/Harassment School Incident Reporting Form A** from the school office which should be completed within one day of the incident and returned to the principal. A



copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete **Form A** within a day and give the form directly to the principal, keeping a copy for her/his personal records.

### **STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT**

- 1. INTERVENTION:** The inappropriate/unacceptable conduct should be stopped immediately.
- 2. INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.
- 3. DETERMINATION:** Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.
- 4. RESPONSE:** Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

### **Calendar**

The calendar for the school year is posted on our website at [www.childrenofpeacechicago.org](http://www.childrenofpeacechicago.org).

### **Celebrations**

Parties for various holidays are celebrated in the classroom at the discretion of the teacher/administration. These are simple celebrations and treats must be store bought. **Treats must be pre-approved by the teacher.**

### **Cell Phone Policy**

**Only students with school and parent authorization are permitted to bring a cell phone to school, extended day program, and extracurricular activities.** Cell phones may only be used on school grounds with teacher permission. Written authorization must be **renewed each school year.** Unauthorized cell phones will be held for parent or guardian to pick up. All permitted cell phones need to be turned in to the classroom teacher upon entering the classroom in the morning and also turned in to staff supervising after school activities including aftercare. Any violation of this policy will result in the confiscation of the device and a Parent will have to retrieve the device from the school office. Continued disregard of the policy will result in the child losing the privilege to carry a cell phone to school and may result in suspension from school. The school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

## **Child Abuse – Reporting Allegations/Suspicious**

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel 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 some responsibility for the child's welfare at the time of the abuse and/or neglect. Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse.

Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois protects school professionals from litigation if the DCFS call was made in good faith.

## **Child Custody**

### **Guardianship of a Child**

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must present a court order appointing the person as legal guardian of the child.

### **Release of a Child to Non-Custodial Parent**

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of a child to the non-custodial parent in addition to school visitation rights. If it is determined by the school that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is informed immediately that the non-custodial parent is requesting release of the child. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

### **School Visitation Rights Act**

The School Visitation Rights Act (effective July 1, 1993) permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to eight hours during the school year to attend necessary educational or behavioral conferences at the school the children attend in increments of one to four hours. The employee shall provide the employer with a written request for school visitation rights at least 7 days in advance of the time the employee is required to utilize the visitation right: in emergency situations, no more than 24 hours' notice shall be required. In addition, an employer is not required to grant visitation rights if more than 5% of its work force or 5 employees, whichever is more, request visitation rights at the same

time. The school administrator shall provide the parent or guardian documentation of the school visitation which shall include the exact time and date the visitation occurred and ended. This Act applies to all eligible employees who have been employed by an employer for at least six months; to discuss the Act or to receive a copy of the entire Act, please contact the school consultant at the Archdiocese of Chicago- Office of Catholic Education.

### **Communication**

As partners in the education of the students at Children of Peace School, the teachers and parents must engage in effective communication. Students are expected to deliver communication to their parents. Be sure to check for letters or bulletins that are sent home periodically. Formal and scheduled communications may be sent via School Reach phone messages, newsletters (hard copy and electronic form), and teacher webpages.

School Messenger – Children of Peace uses School Messenger, a parent notification system to send automated messages throughout the year. It is important that all parent contact information is up-to-date. If any of your contact information changes throughout the year you must send the updated information to the school office as soon as possible.

### **Contraband**

Contraband is considered any item that does not contribute positively and directly to the learning environment in the classroom. The following items are considered to be contraband and are never brought to school unless they are part of a school project, in which case, a WRITTEN notice will be sent home. Contraband items include but are not limited to:

- Any type of electronic device
- Any type of video/computer game
- Any kind of toy or game
- Any type of book or magazine that is not deemed appropriate by the teacher

Confiscated contraband will be held for parent or guardian to pick up. The second time an item is confiscated, it will not be returned to the student until the end of the school year. The school will not be held responsible for any stolen, broken or lost items.

### **Damage to School Property and Books**

Students will be held responsible for any damage to school property or textbooks. Parents will be responsible for the actual replacement cost for the book and/or any costs related to damaged property.

## **Discipline**

### **Code of Conduct- A Peaceful School, A Community of Learners**

At Children of Peace School, children and adults work together to create an environment in which growth and learning can flourish. Respect, responsibility, and safe practices are the hallmarks of a peaceful learning community, and we expect that these values will guide the actions of each adult and child at Children of Peace. It is expected that parents, as partners in their children's education, will know and support the principles and that they will work together with the school to help their children behave accordingly.

Children of Peace School discipline policies are based on encouraging self-esteem, independence, responsibility, cooperation, safety, self-control and punctuality. Based on good student behavior standards, students have the opportunity for weekly or monthly awards. Teaching strategies for behavioral management are stressed when discipline problems arise. Meaningful consequences for cooperation and opportunities to succeed are utilized to diminish negative consequences.

Our school focuses on positive behaviors in the classroom. This school-wide approach creates and sustains safe and effective classrooms. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of problem solving for addressing existing behavior concerns. A reward system is implemented to emphasize and encourage positive behaviors.

Because of our emphasis on positive behaviors, negative behaviors will not be tolerated.

The teacher will take the lead in addressing and correcting negative behaviors in the classroom. Teachers will provide warnings to students and instruction in how to correct the negative behaviors. Repeated negative behaviors will result in a more serious consequence that will include a Peaceful Reminder Slip that will be used to document the student's negative behavior and the means to correcting the misbehavior. The Peaceful Reminder Slip will be sent home with the student for the parent/guardian to sign and return to school the following day. After multiple Peaceful Reminder Slips, the teacher and/or administration will request a conference with the parent and student. Receipt of three Peaceful Reminder Slips in one trimester will result in an after-school detention.

Conflict is inevitable in human relations. To maintain a productive learning environment and to prepare children for their lives in the world-at-large, we want students and adults to learn to resolve conflicts non-violently. For this reason, we teach the strategies and skills of conflict resolution in our classrooms, and we use such strategies and skills when helping children to resolve conflicts among themselves or

with teachers. Our goals for students are to exercise self-control and non-violent resolution.

To assist students in developing self-control, teachers may set limits and/or restrict privileges. Paramount among our concerns is that the community of students who are behaving appropriately will be able to continue their learning without major disruption and that students are given freedom and privileges can be trusted to handle them.

**Limits and restrictions may include, but are not limited to:**

- Time out of a group or class
- Completing work after school
- Forfeiture of play at recess time
- Silent lunch
- Writing a letter to parents, students, or Children of Peace staff
- Suspension for one or more days

When a student damages the school community by hurting another individual, upsetting the learning environment, damaging property or embarrassing the school in a public situation, the student is expected to find a means, with help from parents, teachers and/or the principal, to repair that damage. We take this approach both to assist the student in fully accepting responsibility for his/her actions to bring closure to incidents of misbehavior.

**Examples of acceptable corrective measures:**

- Sincere apologies
- Doing something helpful for the one who has been hurt
- Paying for the property/damage, making actual repairs or replacing property
- Completing a special task for a teacher or child
- Coming after school to contribute in some way to the school

We want students to understand that language which is profane, and any language that is used as a challenge or a weapon is unacceptable in a school environment.

Possible consequences for student behaviors may include ineligibility for extracurricular activities, detention, probation, suspension, and expulsion.

When students have unusual difficulty bringing their behavior within the school's expectations, the involvement of parents and/or principal is sought. If over time, the student is unable to make adequate progress in controlling his/her behavior, or, if the school and the parents are unable to agree upon the problems and to establish a cooperative strategy for helping the child, the school will not offer to enroll the child

for the coming year. In extreme situations, a child may be expelled in the middle of the school year.

Children of Peace School stresses that each student show respect toward all others and act in a peaceful manner. Fighting, threatening others, wearing or displaying gang signs and symbols, destroying school property, possessing weapons or any item that can cause harm to another, possessing alcohol or drugs or any illegal substances or material harmful to any other person are very serious violations of school discipline policy. Serious consequences will result in suspension or expulsion.

### **Suspension:**

Suspension is a very serious discipline measure. Suspension means exclusion from the classroom and this automatically results in suspension from extra-curricular activities. The length of a suspension may be for one day or longer, according to the seriousness and frequency of the student's offense. There are no in-school suspensions.

Students exhibiting the following behaviors are subject to a suspension of up to three days or more with loss of grades for those missed days from Children of Peace School:

- Demonstrating repeated disrespect to a staff member or another student
- Fighting on school grounds or on the way to and from school
- Defacing, damaging, or theft of the property of others, teachers, staff or student
- Repeated disruptive behavior which interferes with the academic progress of the class
- Threatening to harm someone or bullying another child

### **Expulsion:**

Expulsion is an even more extreme measure of discipline than suspension. Expulsion means that a student is excluded from school altogether. The student may not be readmitted to the classroom and will be required to continue his/her education elsewhere. In order to ensure the safety and the academic success of every student that attends Children of Peace School, the following infractions will be considered as grounds for expulsion:

- Threats or physical violence to any student, teacher, or staff member
- Displaying gang signs
- Possession of or dispensing of a controlled substance
- Pulling fire alarms in the building or outside of the building

If attempted interventions have failed, administration may determine that professional testing and/or counseling is necessary. If the testing or counseling is refused, a student may be asked to attend a school that better meets his/her needs.

## **Dismissal Procedures/Early Dismissal**

Dismissal is at 3:00 P.M. Children must leave the building at dismissal unless prior arrangements have been made with the teacher or principal. Any student that is not picked up by 3:15 P.M. is required to attend the after school program and a fee will be charged.

If a student takes the CTA or has permission to walk to their parent's job, a written note from a legal guardian must be sent to the school granting permission. This includes students who attend the extended day program. All students must go directly to their parent's place of employment or CTA stop. Students will not be allowed to go to establishments within the medical district. Once a student is dismissed from school, students may not return to the school grounds unless returning at the scheduled time for an extracurricular activity. No loitering is permitted.

If a student plans to go home with another student from our school, a written note from the parent allowing the student to go with another student must be sent to the school office **for each occurrence**. This policy includes students who attend the extended day program.

No child will be dismissed from school or allowed to leave school grounds for any reason during regular school hours, or during extended day, without parent supervision.

In the case of an emergency or illness during the school day, a parent/guardian will be telephoned and requested to pick the child up from school. In case of an early dismissal, parents must sign-out their child in the school office.

On school days when there is no Aftercare, students must be picked up at the scheduled dismissal time. Students that are picked up more than fifteen minutes late will be charged a \$1.00 per minute late fee per child. This late fee must be paid before the child may return to school.

## **Dismissal Procedures**

- All students remain in the classroom and leave the classroom with their teacher at the end of the day.
- Students may not return to class after being dismissed from school without supervision.
- If there is a change to the normal dismissal for the student, a written note must be presented to the classroom teacher and then sent to the office.
- If your student must attend the extended day program due to a change, please notify the school office by 1:30 so there is enough time to notify the classroom teacher.

- Students in 1<sup>st</sup> through 4<sup>th</sup> grade and Montessori are dismissed from the Taylor Street doors for pick-up. Only younger students who have older siblings are dismissed at the side doors once the older sibling picks them up at the front entrance.
- Students in grades 5<sup>th</sup> through 8<sup>th</sup> are dismissed from the East Entrance on Wolcott Street.
- Students in deaf division, preschool, and kindergarten are dismissed from Building B.
- If there is an emergency and the person picking up the child is not on file for permission to pick up the student, a phone call to the office by the guardian/parent must be made. Identification from the person who is picking up the child is required. No child will be released if this protocol is not followed.
- Throwing snowballs on school grounds or around the school before, after, or during school is forbidden because of hazard to other children.

### **Emergency Closings**

For 24 hour information about school closings, you can contact the emergency closing center.

Online: Search for your facility by name and city or by phone number at [www.EmergencyClosings.com](http://www.EmergencyClosings.com)

Call: Use your facility's phone number (312-243-8186) as an ID when you call: 847/238/1234

Your facility's name: Children of Peace-Holy Trinity Campus  
 City: Chicago  
 Phone # 312-243-8186

Closings will be announced on AM WMAQ; WGN; WBBM; WLS; and FM B96. Television stations: Channels 5, 7, 9, and 32.

An automated School Messenger message will be sent via the telephone.

### **Emergency and Crisis-Response Plan**

The Emergency and Crisis-Response Plan includes fire drills, tornado drills, lockdown drills, and bus evacuation drills. Plans are reviewed with students at the beginning of the year and practiced throughout the school year.

### **Extended Day Program**

The Extended Day Program is available before and after school hours. This program provides professional care, supervision, and recreation activities for your children. A separate information packet is available in the school office.



Students attending the Extended Day program must go directly to Aftercare under the supervision of their teachers and/or staff. Any student leaving the school grounds before going to Aftercare will result in communication with the parent and/or possible exclusion from Aftercare.

### **Field Trips**

Field trips are considered part of the educational program. If you choose not to send your child on a school sponsored field trip, the child is marked absent for the day and cannot attend school. Any child who is absent on a day of a field trip will need to complete an alternate assignment and no refund will be given. Occasionally a teacher may require a parent to chaperone their child if needed. If the parent does not comply with this request, the child may not attend the field trip. If there are not enough volunteers to help chaperone a trip, the trip will be cancelled; fees will not be refunded. Only chaperones/volunteers 21 and older who have successfully completed the Safe Environment Requirements of the Archdiocese of Chicago and who have been approved in advance by the principal may attend field trips. Infants, toddlers, siblings of students, or students from other schools may not attend field trips. Relatives of chaperones may not attend the field trip.

### **Food Service and Lunch**

The Archdiocese of Chicago provides a hot lunch program for all of the students of Children of Peace School. Forms and applications need to be filled out in person. Fees for the lunch are based upon income and are free or reduced for those who qualify. Students who participate in the hot lunch program may not bring any additional drinks or food from home. This is a food service policy.

Students are not allowed to consume candy, gum, sunflower seeds, snacks, drinks etc. in the school building without teacher permission. These items will be confiscated and not returned. Healthy snacks are encouraged for afterschool activities and extended day.

### **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 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 activity.

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 local law enforcement.

### **Health Requirements – Exclusions for Non-Compliance**

The health and safety of the children is of paramount concern to all in order to ensure that each child will be able to enjoy the learning experience of Children of Peace School. Parents and students must comply with the state and municipal guidelines regarding health and the school guidelines regarding safety. Non-compliance will preclude admission or attendance for that child. Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

### **Immunizations and Medical Exams**

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records must be presented to the school before the first day of school.

If a child is not in compliance with the health and immunizations 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 required immunizations.

### **Health Examinations and Proof of Immunization**

All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any *public, private or parochial pre-school or transferring from outside of the State of Illinois*
- prior to entering kindergarten or the first grade
- upon entering sixth and ninth grades

## **Dental Examinations**

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

## **Visions Examinations**

A law effective January 1, 2008 requires that all children enrolling in public, private or parochial schools for the first time or entering kindergarten shall have an eye exam. Parents/Guardians are to be notified of this requirement.

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. Report cards may be held if the student is not in compliance with this regulation.

Religious Objection to Immunization and Vision Examination

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination
- The Archdiocese of Chicago, as the local authority, determines whether the written statement constitutes a valid religious objection
- The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made to the validity of the religious objection.

## **Communicable Diseases and Chronic Health Conditions**

Information regarding any chronic illnesses or serious allergies (asthma, diabetes, etc.) which might require attention during school hours should be on file in the office of the school.

The following diseases require exclusion from school:

Chicken Pox---	not less than six days after appearance
Measles-----	not less than five days after appearance of rash
Mumps-----	not less than nine days, and until all swelling is gone

Do not send your child(ren) to school with any of the following symptoms: temperature over 100 degrees within the past 24 hours, vomiting and/or diarrhea in the past 24 hours, excessive cough or runny nose, discharge, redness or swelling of the eye(s), a rash of unknown origin, or untreated head lice. **Students who have these symptoms or develop them during the school day will be sent home.** Upon parent contact, arrangements must be made for your child(ren) to be picked up within 30 minutes. Emergency contact numbers will be utilized if your child(ren) remain at school after 30 minutes. Doctor's notes to return may be requested according to administrative policy and at the discretion of the administration.

## **Homework**

Children of Peace School believes that the learning process should include homework as a means of practice, review and enrichment. Parents are asked to take a role in this by setting a time for daily homework, designating a quiet place to do it, and checking on the effort of the children. Homework is expected to be turned in at the time it is due. If homework completion becomes a problem, parent will be notified. Please monitor the time he or she spends on a particular assignment. If there is a serious concern about the quality or quantity of homework assignments, please talk with the child's teacher and/or the principal. Homework should not exceed an hour of work for the lower grades and may increase with grade level. Of course, daily reading is expected, therefore, no child may claim, "I have no homework." Parents are asked to encourage daily reading and to participate by reading to younger students and to ask questions of material being read.

The goal of Children of Peace School is to: (a) strive to develop educational excellence in curriculum, (b) provide each student with opportunities to attain knowledge, and (c) develop the skills necessary to realize their potential. Homework is assigned to reinforce skills that have been taught in class and provide students the opportunity to practice and apply those skills. Homework is expected to be completed in the timeframe designated by the teacher and turned in on the date that it is due. Homework also helps students develop good study/work habits, which are valuable life skills to learn. Students should complete all assignments carefully and to the best of their ability, and parents are encouraged to verify completion of homework. Students who do not do their homework or have not completed their homework prevent the successful fulfillment of this goal.

\*Each student from grades 1-8 must use the school's assignment notebook to note daily long and short-term assignments.\*

Due to the benefits that homework provides, it is imperative that students complete all homework assignments in a timely manner. Students will receive a Missing Homework Slip for any assignment not completed and/or turned in on time. This Missing Homework Slip must be signed by the parent/guardian and returned to school the

following day with the completed assignment attached. If homework is not returned an additional homework slip will be issued. Receipt of multiple Missing Homework Slips may result in a parent conference with the teacher and/or administration. Chronic failure to complete homework will result in the student making up work during teacher office hours.

We do recognize that there may be times when a student does not understand how to answer a particular question. When this arises, we ask the student to **attempt to answer** the question and a **parent** to please **attach a short note** explaining his/her awareness of the situation.

### **Instructional Program**

Children of Peace is a place for learning. That is the reason for our existence. Nothing must stand in the way of a child receiving the best possible education we can offer. We strongly believe that a challenging, demanding program integrated with a creative and supportive environment will produce students who WILL succeed.

### **The Academic Curriculum**

The overall program includes:

- Religion
- Reading
- Language Arts (Grammar, Composition skills, Spelling)
- Writing (in every curriculum area)
- Math
- Social Studies
- Science
- Penmanship
- Foreign Language

### **Additional Programs and Services**

- **Technology:** The traditional classrooms, beginning with the preschool level, have an Inter-Active (Smart Board) installed in the classroom. All the teachers are proficient in the use of the boards and plan daily lessons that incorporate its use. Students in all grades have access to various technological devices that are used directly in the classroom. Parents and students must sign an Acceptable Use of Technology Policy at the beginning of the school year.
- **Title I Program:** This federally funded program provides small group instruction and individual tutoring for students in grades K-8 who need additional instruction and reinforcement of reading and math skills.
- **Music Program:** Weekly music classes are offered to all grade levels.
- **The Children of Peace Gospel Choir:** This program is available to students in Grades 1-8 who are interested in furthering their vocal talents. Members meet

during school hours and learn spiritual and Gospel selections. The choir performs at some school events and also selected performances at other schools and/or churches.

- **Foreign Language:** All students in Grades PreK -8 receive sign language instruction. This program will aide in communication with our students who utilize sign language as their primary form of communication.
- **Art:** All students receive weekly instruction in art to learn about various art elements and different artists.
- **Physical Education:** Physical education is offered once a week for all grades. Instruction includes exercises for a healthy body and games that allow for continued motor and skill development.
- **Executive Functioning Program:** Executive Functions are the mental processes that underlie goal setting, planning, sequencing, prioritization, and organization skills essential for school and life success. The Executive Functioning Intervention Curriculum helps students to set goals in several areas: academic, social, family, physical, and personal. Students are instructed in yearly, monthly, and daily planning using an assignment notebook referred as a “planner”. Skills to be taught are goal setting, long and short planning, self-monitoring and evaluation of progress and time management of shorter individualized tasks.
- **The Safe Environment Program:** The Safe Environment Program is a personal safety program that is used to teach students how to recognize dangerous behavior and gives them tools to help and protect themselves. The program is used with students at all grade levels.
- **Academic Counseling:** The school has the service of an academic counselor funded through Title I.
- **Common Threads:** Small Bite lessons teach students about nutrition and healthy cooking. All students in grades K-8 participate in this in-class program that combines nutrition and knife-free cooking. Children of Peace School, in partnership with Common Threads, also offers after-school Cooking Skills classes and Family Cooking classes.
- **Extra-Curricular Activities Program:** Children of Peace has a variety of activities for our children after school. In order to participate, a student must bring in a signed permission form which will be sent home. Students involved in disciplinary situations or with academic deficiencies may not be permitted to remain in extra-curricular activities.

Some of the activities may include:

Student Council	Chess Club
Basketball	Sign Language Club
Art Club	Volleyball
Common Threads	Little Star Guitar Program
Animation Club	Dance Club

**\*Sports related Extra Curricular Activities require a yearly sports physical on file prior to first practice.**

## Insurance

All students of Children of Peace School should be covered with a medical insurance policy. The school is covering the students under a blanket accident insurance policy through Christian Brothers Insurance. This policy will cover the children for all school-time activities. It will not cover them for school related extra-curricular activities, such as sports. Parents will be notified of an accident. If a child is injured, parents must first call their primary care physician for insurance approval before the child can be treated. Any child who "hangs around" at school after being dismissed and is injured is not covered by school insurance.

## Lost and Found Items/Personal Belongings

It is advised that the child's name be placed on all articles including clothing and supplies so they can be identified if lost. A lost and found will be maintained at the school. Do not allow the children to bring electronic games, radios or expensive items especially jewelry as these may be damaged or lost. If an item is damaged or lost, it is not the responsibility of the school to replace that item. Parents must pick up any confiscated items. Periodically, if items are not claimed, they will be donated to a charitable organization.

## Lunchroom Procedures

- Students may not leave their table without permission.
- Students must stack their trays.
- Students must use inside voices when conversing with each other.
- Student may not line up to leave the lunchroom without wiping their tables and chairs.
- According to Food Service Guidelines, no extra items from home may accompany the hot lunch being served unless medical documentation is provided.
- Students who bring their own lunch may not share items from their lunch with other students.
- Students may not bring back food items to the classroom.
- Students need to line up quietly in a single file when dismissed from their tables.

## Medication Procedures

- **Administration:** No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete **Medication Authorization Form** approved and signed by the School Principal.
- **A Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. The School

retains the right to deny requests to administer medication to the students provided that such 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 of the parent/guardian administer the medication in school.

- **Asthma Inhalers:** Students with asthma are required to have a completed Medical Authorization Form in order to keep their inhalers with them in school and during school related events. **All inhalers must be labeled with the student's name and kept in school at all times.**
- **Self-Administration:** A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.
- **Appropriate Containers:** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are: a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or b. Manufacturer-labeled for non-prescription over-the-counter medication.
- **Storage of Medication:** At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

## **Money**

All money sent to school with children should be enclosed in an envelope with the child's name and grade and what the money is for. Any large amount of money should be sent as a money order. Please send the exact amount due. No change will be provided. After May 1<sup>st</sup> of the school year, personal checks will not be accepted as form of payment.



## **No Fighting Policy:**

Our school has a “no tolerance for violence policy.” This simply means that no student will be allowed to resort to fighting or hitting for any reason on the way to school, while at school, or at any school event. Our policy states that any student who decides to settle a problem by hitting or fighting will receive consequences deemed by administration. There will be no exceptions to this rule.

One aspect of the policy that parents need to understand is that the no fighting or hitting policy rule covers all situations. A student who hits others will also receive a consequence, even if another student *hit him or her first*. Students must realize that it is the staff's responsibility, not the students' responsibility, to discipline a student who hits.

When students believe they have the right to hit somebody who hits them first, they can use it as an excuse to hit students. If a student is ever hit while at school, he or she must find a nonviolent way to react. This includes blocking the student who hits, getting away from the student, and letting a staff member know that the incident occurred. The administration, as well as the staff, will be discussing nonviolent measures that students can take to deal with violence from their peers.

Every parent needs to understand that the no fighting and hitting rules are a crucial part of our effort to maintain a nonviolent school climate.

## **Open House**

At the beginning of the school year, there will be open houses at the various grade levels. This provides an opportunity for the parents and teachers to meet and discuss the curriculum for your child and a chance for you to view the teaching methods used at Children of Peace. These are mandatory meetings for all parents and guardians.

## **Parent-Teacher Student Conferences**

Formal conferences are scheduled two times during the year. These conferences are intended to give parents and teachers an opportunity to meet and discuss the individual child's learning and behavior needs as well as strengths. It is important that both parents and teachers understand each other's unique point of view and establish a cooperative attitude regarding the child's needs. Informal conferences may also be arranged when desired by a parent, student or teacher as needed and as convenient. The conferences are mandatory. **If a parent does not attend a scheduled conference, the student may not return to school until the conference is held.**

## **Photo Release**

On occasion, Children of Peace School uses photos and/or academic work of students in school publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations materials.

At the beginning of each school year a permission form will be sent home with each child. This form must be signed and returned.

## **Recess Procedures**

- Only teacher approved equipment may be used on the playground.
- No student can retrieve balls from the street or areas of the parking lot.
- Students are not allowed to climb the fences or trees.
- No student will be allowed to go on neighborhood walks during recess without a written permission slip on file in the office.
- Students who are allowed to use the children's playgrounds are not allowed to throw the rubber mulch and jump off the toy equipment.
- Only students in grades K-6 are allowed to play on the playground equipment. There is a limit of ten students at a time. If this policy is not enforced, playground use will be revoked.
- Any student who displays lack of sportsmanship or roughness during play will not be allowed to participate in the game.
- The bikes and climbing equipment are only for preschool, Montessori, and kindergarten age children to use in the gym.
- Hard balls, bats, skateboards, scooters, shoe skates and bikes are not permitted on the school grounds.

## **Religious Education Program**

Children of Peace has a paramount goal--to instruct the children in the "Light of the Gospel message", that is, to teach religion. The teaching of religion is done not only in a formal period of instruction, but it is also integrated into all matters of the school by emphasizing Christian values in all that is taught and done. As a Catholic school, doctrine is taught along with respect for all faiths.

Prayer, both formal and informal, is encouraged on a daily basis to instill in the child's life the need to have a personal relationship with God. Liturgies and weekly prayer services are planned throughout the year to involve the children in the meaningful experience of group prayer. Liturgies and prayer services are an integral part of the religious education of Children of Peace School.

As a school under the direction of Notre Dame Parish, children will be encouraged to attend Mass on Sundays. Also as part of the parish, the school will have a major role in the preparation for the Sacraments of Baptism, First Communion, Reconciliation, and Confirmation. Parents are expected to be involved in the preparation for receiving these sacraments and are required to attend meetings. A Sacramental Fee may be charged for students in the Religious Education Program to provide necessary materials.

### **Report Cards**

The Archdiocesan Standards-Based Report Card (SBRC) is a record of what a student knows, is able to do, and needs to achieve. The SBRC is aligned with the Archdiocesan elementary school curricula, which reflect state, national, and international learning standards. The SBRC is one source of important information.

You are encouraged to review your child's report card along with other performance information, which may include: progress reports, standardized test results, quizzes/tests, projects, daily work, teacher notes, etc.

The student report card is the official document used to report student academic progress, non-academic progress, work habits and student behavior to parents and guardians. Student learning is assessed using a variety of informal and formal methods: observations, quizzes and tests, class work, projects, reports, portfolios, journals, performances, and others.

Three times a year at approximately twelve-week intervals, report cards will be issued. The report cards are used as part of an official student record of progress.

Preschool and Montessori report cards are designed to reflect the students' work in those particular learning environments.

Report cards will be withheld for non-payment of school tuition or fees.

### **Retention Policy**

A student (grades K-8) may be retained, with the consent of his/her parent, when the student's performance is considered to be unsatisfactory. Unsatisfactory performance shall include, but not limited to:

- Excessive absenteeism, which results in the student's inability to satisfactorily complete required assignments, may require the student to attend summer school. This inability shall be evidenced by failure to meet grade-level standards in at least three core subject areas.

- Refusal to complete assignments and/or course requirements which results in a lack of mastery of appropriate skills and failure in three core subjects.
- Minimum mastery of academic skills coupled with perceived social/emotional immaturity.

A parental position statement should be obtained in all retention situations. This statement is to be placed in the student's cumulative folder at the end of the school year.

A student with poor but passing grades may be promoted to the next grade level on a conditional basis. Summer school may be required. This student would be re-evaluated before he/she is assigned to the next grade level.

### **Second Retention - 8<sup>th</sup> Grade**

Eighth grade students whose refusal to complete course requirements has resulted in the failure to meet grade-level standards in at least three core subjects shall not be allowed to participate in the graduation exercises. Such students shall be issued a "Certificate of Attendance" in lieu of a diploma and matriculated to the local high school. If it is possible for the student to complete course requirements, assignments, etc. over the summer months, efforts shall be made to avail students of that opportunity. A diploma shall be issued upon satisfactory completion of those requirements. All 8<sup>th</sup> grade students by state law must pass the U.S. and Illinois constitution tests as a graduation requirement.

### **Safety**

#### **Travel**

The streets around the school are very busy due to the hospital location, businesses and university. Parents are urged to encourage their children to abide by basic safety rules. Children should come to school by the safest routes; crossing at crosswalks and, if dropped off in front of the school, to be very careful and cautious about entering the street. When walking to and from school, it is encouraged to always to walk with another person. Written communication is required for students taking public transportation, walking, or going home with another student.

#### **Bus Safety**

Students riding buses are advised to follow safety rules. These rules include: be courteous to other students and the bus driver; be seated and do not leave the seat while the bus is in motion; USE SEAT BELTS AT ALL TIMES; keep hand and heads inside bus; do not throw anything out the window; be quiet enough so as not to disturb the driver and absolutely nothing to eat or drink.

## **School Board**

Children of Peace Board of Specified Jurisdiction shall provide policy direction for all aspects of the formal educational program of the parish school, as well as school sponsored activities; will promote the implementation of policies consistent with the philosophy and goals of the school; and will insure that all local policies are in accord with the intent and spirit of the policies established for the school system through the Archdiocesan Strategic Plan implemented by the Archdiocese of Chicago Office of Catholic Schools. It shall also provide direction and counsel in the operation of the school, approve the annual budget, and determine the sources of funding it, and represent the parents of the school, the staff and the parish at large.

## **School Hours**

Before School Program	6:00 a.m. - 7:50 a.m.
School Hours	8:00 a.m. - 3:00 p.m.
Tardy Bell	8:05 a.m.
Lunch	11:00 a.m. - 1:00 p.m. (5 shifts)
After School Program	3:00 p.m. - 6:00 p.m.
Office Hours	7:30 a.m. - 3:00 p.m.

## **Search and Seizure**

Children of Peace School staff reserves the right to inspect all school property. 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 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.

## **Sexual Harassment**

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

## **Standardized Testing**

Children of Peace School tests the students annually using a standardized achievement test chosen by the Office of Catholic Schools. Children of Peace will administer the assessments to all students in grades 3 through 8. The results are reported to students/parents and our school board. They become part of the student's record.

## **Student Progress through PowerSchool**

PowerSchool is a web-based student information system which allows parents/guardians to access student progress. Instructions on how to access this information will be provided to the parents. Teachers will be updating student's progress weekly, or in some circumstances, bi-weekly.

Parents are encouraged to frequently review their child's progress throughout the trimester. Parents may request a meeting with any of their child's teachers throughout the year in addition to the scheduled parent/teacher conferences.

## **Student Records**

Children of Peace School maintains as official records, the student's registration and admission form, all report cards, medical records, transfer records, and annual achievement test scores. Additionally, the school keeps records of religious sacramental information. The Archdiocesan Records Archives picked up all records of students in attendance prior to June 1994 at Holy Family, Holy Trinity, St. Callistus and Our Lady of Pompeii. The Archdiocese may be contacted for these records.

## **Change of Address or Phone Number or Email Address**

It is extremely important that all school records be kept up to date, especially information for emergency situations. Children of Peace School requests all enrolling students to fill out an emergency information form for easy access. Please notify the school office immediately when any information on the registration form or emergency form changes (i.e. address, phone, doctor, etc.)

## **Parents Rights Regarding Official Records**

Children of Peace School abides completely with the Archdiocese of Chicago's Office of Catholic Education Guidelines describing parent's rights to a child's records. These rights include:

- Right to inspect: Following local procedures you have the right to look at all of your child's records maintained in your child's permanent record.
- Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure, or the information is directory information which you have not requested to be kept confidential, or the 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 shall amend any part of your child's record which you believe to be accurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.

### **Buckley Amendment**

Children of Peace School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Notice of Designation of Directory Information**

Children of Peace School has designated the following information contained in the Education Records of its students as Directory Information:  
Student's legal name, address, phone number, birth-date, place of birth, participation in school activities including sports, dates of attendance, awards received, previous school attended, student's photograph, parish in which the student resides. The information is usually for publicity purposes, yearbooks or a school directory.

Children of Peace School may disclose Directory Information without the consent of the parent of a student. If you as the parents of a student who is under 18 or older, wish to prevent the school from releasing this information except with your consent or under the circumstances described in Guidelines for School Records, you must file a form with Children of Peace School prior to the first day of school in any school year. Forms for this purpose are available at the school. If you do not file such a form, the school assumes that you do not object to the release of the designated directory information.

### **Substance Abuse**

Substance abuse means the consumption or use of any substance for the purposes other than the treatment or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

### **Illegal Violations:**

The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as

such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

### **School Procedures for Handling Violations:**

- Notify the parent/guardian and suspend the student during school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

### **Tardy Policy**

A student is considered tardy if they enter the school building after the 8:05 tardy bell and must abide by the following procedures:

- A parent must sign the student in and a tardy pass will be issued to the student.
- Students, supervised by their parents, may need to wait until morning routines are completed before being admitted to class.
- Any work that is missed when a child is expected to be the classroom must be made up for homework and requires a parent signature. Any tests given will need to be made up during recess, after school, or at a time assigned by the teacher.
- Students in Pre School or Early Childhood Montessori will not be admitted into class if arriving after 9:15. They will be sent home and will be marked absent for the day.

After three days of being tardy in one trimester, a warning will be sent home and after the fourth tardy the student will be suspended from school for one day. The suspension will take place on the next school day with no chance to make up any work. If a second suspension is issued in a trimester, the consequence is a two-day suspension and a meeting with administration will be required before admittance back to school.

### **Teacher Office Hours:**

Teachers are required to have at least three half hour blocks of time (one morning and two afterschool) to be available for students who need assistance on classwork or homework. These office hours will be posted on the homepage of the teacher's website. Students, parents must make appointments to see the teacher for individual assistance. The purpose of office hours is to assist students. Parents who would like to meet with a teacher for a conference may not utilize this time unless a teacher does not have a student to work with. Teachers may appoint times to students (after



consultation with a parent) if additional support is needed to a student has not reached out to the teacher.

### **Technology - Acceptable Use Policy**

A copy of this policy regarding technology is sent home to parents at the beginning of the school year. Students in all grades are required to read this policy and return it to school with parent and student signatures. Compliance with the acceptable use policy is a pre-requisite for participation in our technology program.

### **Technology - Use Outside of School DCFS policy**

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

### **Telephone Use, Calls, and Classroom Interruptions**

Students are not permitted to use the school telephone for personal calls. The school secretary or teacher may make emergency calls. Teachers and students are not called to the phone except in an emergency.

If forgotten material must be brought to school by a parent or family member, it must be brought to the office with the child's name and room clearly marked.

### **Tuition and Fees**

The operation of Children of Peace School is tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child's education and religious formation. The tuition and fees are approved annually by our Board of Specified Jurisdiction (School Board). It is the responsibility of the School Board to ensure that adequate financial resources are available for the school and that enrollment is available and as affordable as possible to all families.

Children of Peace School has contracted FACTS Tuition Management Program that has been approved by the Office of Catholic Schools and the Children of Peace School Board for tuition collection.

## Tuition Payment Plans

Tuition for the 2016-2017 school year are as follows:

- Traditional Pre-School- \$4,850.00 for the year
- Traditional Kindergarten – Grade 8- \$4,750.00 for the year
- Montessori (3 years old -9 years old) \$6,400.00 for the year
- Deaf/ Hard of Hearing Grades Pre School - Grade 8- \$5,150.00

There are two basic payment options to make tuition payments through FACTS.

- Full Payment (One Payment) - The entire tuition is due on or before 7/15/2016. No Enrollment Fee
- 10 installments and an Enrollment Fee of \$30: Due 7/15/2016 to 4/15/2017

### **Exclusion Policy for Past Due Tuition:**

Tuition is due on the 15<sup>th</sup> of each month. **Exclusion of students will be made on a monthly basis.** A five-day grace period will be granted for those who are having difficulty making their scheduled payment. However, if payment is not made in full by day 5 the student(s) will not be allowed to attend school until payment is made in full.

### **Late Payments:**

All payments are due on the selected due date. If payments are not received by that date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to Children of Peace on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the principal so that special arrangements and adjustments to your agreement can be made.

### **REPORT CARDS and TEST SCORES WILL BE RETAINED IF TUITION and FEES ARE NOT PAID IN FULL.**

**Refund Policy:** For students who withdraw from Children of Peace, tuition refunds will be issued on a monthly basis. If a student withdraws prior to the first day of school, the entire tuition amount paid will be refunded. Tuition is required for any month in which a student is in attendance regardless of the number of days. Refunds will be issued only for those months there was no attendance providing an official request for transfer or withdrawal has been received.

**Assistance and Grants:** Children of Peace School has a limited amount of financial funding to offer tuition grants to qualified students whose families demonstrate financial need. A student must be in good academic and disciplinary standing to be eligible for an award. Applications are available online and all families who are not

paying the full amount of tuition must fill out a PSAS form. This includes families who may be receiving outside financial help from different foundations or organizations. After a review and evaluation is completed, the school will be provided with a report indicating eligibility and amount of the award.

A letter of notification will then be sent to each family receiving an award. Students with past due tuition cannot receive their grant until such time as their account is current. Tuition assistance grants are applicable to tuition only and are applied to the tuition account on a monthly basis.

**GRADUATION FEE** of \$200 for 8<sup>th</sup> grade graduates is due by Nov.1<sup>st</sup> and can only be paid if the tuition account is current. The \$200 includes the graduation trip, cap and gown, ribbons, autograph books, and other materials for graduation so no portion of it is refundable. Graduates must have tuition and fees paid in full before they go on the graduation trip, receive caps and gowns, graduation ribbons, etc. (Fees include tuition, fundraising, damaged books fee, extended day fees and the graduation fee.) Graduates whose fees are not entirely paid will not take part in graduation activities (Light of Leadership, graduation trip, retreat, graduation, etc.) No diploma is given until all fees are paid in full. Records will not be sent to high schools if fees are not paid.

**FUNDRAISING** - All parents are required to participate in fundraising activities sponsored by the school. The fundraising requirement per family is \$300.00. The money generated from fundraising is used to include additional programs and materials and to help with per pupil cost of educating your child. All fundraising fees must be paid in full prior to receiving the final report card and test scores.

**EXTENDED DAY FEE** – Students are charged the Extended Day Fee based on the utilization of the program throughout the week. A \$50.00 fee is due at the time of registration. Students utilizing the morning portion of Extended Day are charged \$7.00 per day of use. Students utilizing the afternoon portion of Extended Day are charged \$6.00 per hour per day of use. Students not picked up by 6:00 p.m. are considered late and are charged \$1.00 per minute. Payments are collected on the last day of the week (generally a Friday). The

### **Uniform/Dress Code**

Uniform Policy: We believe that teaching students to dress properly is an important part of their education. Consequences will occur if a student is out of uniform, regular or gym uniform.

The school contracts with Dennis Uniform Company for parents to purchase school uniforms.

The uniform requirements are as follows:

### Pre-School, Kindergarten and Early Childhood Montessori

- Red T-Shirt \*\*School logo required
- Navy Mesh Shorts or Sweatpants \*\*School logo required
- Red Sweatshirt (optional) \*\*School logo required
- White ankle length socks
- White or Black solid color gym shoes

### Girls in Grades 1-4, and Lower Elementary Montessori

- Plaid Shift Jumper
- White Polo Shirt (long or short sleeve)
- Red Cardigan \*School logo required. (optional)
- Red ¼ Zip Sweatshirt \*School logo required. (optional)
- Red, white or navy solid color socks (ankle length to knee length) or tights. (Black leggings may be worn under the jumper November through March)
- Black, Navy, or Brown, flat, soft-sole **dress shoes** or **solid black gym shoes**

### Girls in Grades 5-8

- Plaid Skort or Plaid Skirt
- Navy Polo Shirt (long or short sleeve) \*School logo required.
- Red Cardigan \*School logo required. (optional)
- Red ¼ Zip Sweatshirt \*School logo required. (optional)
- Red, white or navy solid color socks (ankle length to knee length) or tights. (Black leggings may be worn under the skirt November through March)
- Black, Navy, or Brown, flat, soft-sole **dress shoes** or **solid black gym shoes**

### Boys in Grades 1-8 and Lower Elementary Montessori

- Navy Pants
- Red Polo Shirt (long or short sleeve) \*School logo required.
- Walking Shorts (Optional and only worn in August, September, May and June)
- Navy Cardigan Sweater \*School logo required. (optional)
- Navy ¼ Zip Sweatshirt \*School logo required. (optional)
- Black or Brown Belt
- White or Navy solid crew socks
- Black, Navy, or Brown, soft-sole **dress shoes** or **solid black gym shoes**

\*Note for all students:

- Polos must be tucked in and not rolled up
- Only moderated styles in haircuts will be accepted. No student will be permitted to have a Mohawk, multi-colored hair, designs, or glitter in their hair.
- Rain or snow boots may be worn to school in inclement weather; however, they must be removed once entering the school building.
- Make-up, nail polish and acrylic/press on nails may not be worn.
- Button or small earrings are acceptable/ no hoops or dangled earrings permitted (girls only)

## P.E. Uniform (Boys and Girls)

- Navy Mesh Shorts or Sweatpants \*\*School logo required
  - Red T-Shirt \*\*School logo required
  - Red Sweatshirt (optional) \*\*School logo required
  - White ankle length socks
  - White or Black solid color gym shoes
- 
- Jewelry may not be worn during gym time/ recess
  - The gym uniform is to be worn on gym day only. Basketball uniforms or other team uniforms are not allowed to be worn as the gym uniform. Failure to wear the proper gym uniform will result in a uniform infraction.
  - When the weather is 85-degrees or hotter, students are allowed to wear their **gym t-shirt** and **shorts** during school time.

### Uniform Offense:

A student will receive a uniform infraction each time the student is not in complete uniform. After the third uniform infraction, a student will receive a detention. After 3 detentions within a trimester, a meeting between student, teacher, parent and administrator will be required.

### **Visitor Policy**

All visitors to the school must report to and sign-in at the school office where they will receive a name tag. Visitors must wear their name tag while they are in school. Office staff will direct visitors to their destination and will notify the teacher of the visitor's arrival. Teachers have been instructed to ask visitor's without a name tag to return to the school office. Parents, be sure to arrange your meeting with your child's teacher and check in with the office upon arrival. Parents are not allowed to come to the classrooms without prior teacher arrangements. This policy is enforced in order to avoid interrupting the learning process.

### **Volunteers and Room Parents**

Children of Peace School encourages volunteers. You are needed in a variety of areas including tutoring, office projects, special school events, the athletic program and others. Please contact the school office if you are available to assist the students. All volunteers must meet all the requirements of the Protecting God's Children listed below.

### **Safe Environment Requirements for Volunteers**

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective volunteers. When volunteers accept a position in the Catholic School system, they are expected to complete the list of all the

tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

- Complete an online criminal background check.  
Online at [www.archchicago.org](http://www.archchicago.org) Scroll to the *Protecting Children* button  
Select *Background Screening*.
- Attend Virtus/Protecting God's Children for Adults™.  
Online at [www.archchicago.org](http://www.archchicago.org)  
Scroll to the *Protecting Children* button and select *Virtus*.

NOTE: All participants must pre-register online to attend.

A copy of the Virtus Certificate received at the completion of training must be on file at the school.

- Read and sign Code of Conduct.  
Online at [www.archchicago.org](http://www.archchicago.org)  
Scroll to the *Protecting Children* button and select *Code of Conduct*.  
The signed copy of the Acknowledgement Form is filed at the local school.
- Complete Child Abuse and Neglect Tracking Form (CANTS)  
Online at [www.archchicago.org](http://www.archchicago.org)  
Scroll to the *Protecting Children* button and select *CANTS*.  
Return the completed form to the Principal.  
The original form will be sent to DCFS; a copy is filed at the local school.

## **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.

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

## **Webpage**

Children of Peace School has a wonderful website where you can access information. To access your child's classroom website, you need to go to our school webpage at [www.childrenofpeacechicago.org](http://www.childrenofpeacechicago.org). There you will find a link to the webpages of all the teachers. Teachers are required to post homework either daily or for the week on their website. They also use their webpages to keep parents informed on the happenings within the classroom.

## **Wellness Policy**

Children of Peace 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. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

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 the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school-based activities designed to promote students' wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this 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. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. 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.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical

activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Children of Peace School will comply with the goals for Student Wellness established by the Archdiocese of Chicago, Office of Catholic Schools.

### **Healthful Food and Beverage Options for School Functions \***

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness.

Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

Raw vegetable sticks/slices with low-fat dressing or yogurt dip  
Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.  
Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.  
Fruit salad  
Cereal and low-fat milk  
100% fruit or vegetable juice  
Frozen fruit pops with fruit juice or fruit as the first ingredient  
Dried fruits – raisins, cranberries, apples, apricots  
Single serving applesauce or canned fruit in juice  
Peanut butter with apple wedges or celery sticks  
Fruit smoothies made with fat-free or low-fat milk  
Trail mix (dried fruits and nuts)  
Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)  
Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)  
Party mix (variety of cereals, nuts, pretzels, etc.)  
Pretzels or reduced fat crackers  
Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)  
Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)  
Mini bagels with whipped light or fat-free cream cheese  
Pasta salad  
Bread sticks with marinara  
Fat-free or low-fat flavored yogurt & fruit parfaits  
Fat-free or low-fat pudding cups  
Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)  
Flavored soy milk fortified with calcium  
Pure ice cold water

***\* This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.***