

Our Lady School



Parent/Student Handbook 2020-2021

Parent/Student Handbook

The Parent/Student Handbook contains the rules, regulations, policies, and procedures for Our Lady School. Each year, parents/guardians are required to sign a “Handbook Receipt Acknowledgment Form” to be left in the school office. Students in grades 7 and 8 are also required to sign the acknowledgment. Failure to sign or return the “Handbook Receipt Acknowledgment Form” has no effect upon the applicability of this handbook’s provisions.

Please note that policies in this handbook that are diocesan policies are indicated as follows: (P#####).

School Principal’s Right to Amend Handbook

The principal/pastor reserves the right to amend this Student/Parent Handbook at any time without advance notice. Parents/Guardians will be given prompt notice of amendments. Those changes will also be made available online at the school website.

Mission Statement

The mission of Our Lady School is to form true disciples of Jesus Christ in His Church through a Catholic Classical Liberal Arts curriculum.

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Access to Official Student Records (P4170)

Family and Educational Rights and Privacy Act: "A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours."

Accreditation

Our Lady School is accredited by the Indiana Department of Education.

Admission and Enrollment (P4010)

I. School Admission Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the CSO. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House of Information of Missing Children (see P4030) and will cooperate with local authorities if the child has been reported missing.

The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be 5 years old on or before August 1, or date set by the state. A school should administer a developmental assessment for determining proper placement in kindergarten.

Note: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement with the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable state laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/ guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- the nature of the risks – how the disease is transmitted;
- the duration of the risk – how long the carrier is infectious;
- the severity of the risk – the potential harm to third parties;
- probability the disease will be transmitted and will cause varying degrees of harm; and
- whether reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Admission of New Students at Our Lady School

In the event there are more children registered than can be admitted after the open registration deadline, children will be admitted to Our Lady School based on the following preference categories:

- A. Siblings of Catholic students currently enrolled at Our Lady School (living within the parish boundaries); siblings of Catholic students currently enrolled at Our Lady School (living outside of the parish boundaries but who are active at Our Lady of Good Hope Church*); AND children of parish and school staff members,
- B. Children of Catholic families who live in the parish boundaries AND children of Catholic families who live outside the parish boundaries but are active at Our Lady of Good Hope Church* for over a year prior to the open registration deadline,
- C. Children of Catholic families who live outside the parish but are active at Our Lady of Good Hope Church* for less than a year prior to the annual registration deadline,

D. Children of Catholic families from other parishes,

E. Children of non-Catholic families.

If there are available spots after the early registration deadline, rolling admission will take place.

*The Pastor shall make the determination as to whether the family can be considered "active."

Admission of Returning Students at Our Lady School

Returning students who have registered by the early registration deadline will be guaranteed spots for the next academic year. Failure to register by the early registration deadline can result of forfeiture of the spot. Students who withdraw from the school or otherwise stop attending will be readmitted to Our Lady School following the "Admission of New Students" policy.

(approved by Fr. Gurtner 2015.12.10)

Lottery Procedure for Our Lady School

If on the day of the registration deadline there are more registrants than spots available, the school administration will determine at which admission level the lottery will take place. The administration will set the lottery for the admission category immediately below what can be completely accommodated as of the early registration deadline. For example, if all students in category A can be accommodated but not all from category B can be accommodated, the family name of the students in category B will be placed in a drawing. All children from drawn family names will be offered spots, if available; child(ren) without available spots will be added to the waitlist for their respective grade(s). Names will continue to be drawn until all available spots have been offered.

(approved by Fr. Gurtner 2015.12.10)

Registration Procedure for Our Lady School

Student registration will be \$100 per family.

(approved by Fr. Gurtner 2015.11.05)

Athletics

Students are encouraged to participate in our school's sports programs. Parents are responsible to see that their child's academic progress is not hindered by his/ her involvement. The school has the right to remove a student from sports program due to unsatisfactory academic work or conduct. Please see the Our Lady School Athletic Association's Policies and Procedures Manual for additional information, including athlete code of conduct and the expectations of parents and stakeholders.

Attendance (P4040)

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parent(s)/Legal Guardian Responsibility

Parents/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

Graduates; or

Reaches at least sixteen (16) years of age or less than eighteen (18) years of age, and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or

Reaches the age of eighteen (18) years whichever occurs first.

II. Absences from School

- Absences from school shall fall into one of the three following categories:

A. Absences which are counted as present:

1. Serving as a page in the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals:
 - for death in the immediate family
 - for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments—such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days)—Parents/guardians need to check with the individual school’s policy for arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician’s note to excuse an absence once more than five days of absence has occurred (see Frequent or Prolonged Illness below).
3. Family vacations
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

The following may be evidence of habitual truancy:

- Refusal to attend school in defiance of parental authority.
- Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused, and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence and signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for the make-up of assigned work missed because the student’s absence is unexcused, or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician’s statement will be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student’s return to a pattern of regular school attendance.

Call daily from school (secretary, principal or attendance clerk) to the parent/ guardian to verify absence and to determine reason.

After a student is absent six (6) days per school year, a school administrator, attendance clerk, or counselor will make

contact with the student's parent/guardian. The date and content of this contact shall be documented.

After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by state law.

Attendance Procedure for Our Lady School

If a student must miss school, it is imperative that a parent/guardian call the school office by 9:00 am. At that time, please let the school know the reason.

A student not in their classroom by 7:45 am will be marked as tardy. A student arriving after 9:45 am will be marked as a half-day absence.

When a child returns to school after an absence or after being tardy, a dated and signed note from a parent/guardian with an explanation, or a doctor's note, is required for the tardy or absence to be excused. These notes are kept on file in the office.

Students who will be leaving during the school hours for doctor, dentist, or other such appointments need to present a note to the teacher from the parent/guardian stating such. The parent or person picking up the student should report to the office. The office staff will then notify the student to come to the office. This procedure is to ensure the student's safety. Students must be signed out and in when leaving and entering outside regular school hours.

Whenever students are absent due to illness, they will receive their assignments as prearranged or upon returning to school. Assignments must be completed. Teachers in consultation with the principal will determine the make-up period.

Students should not be sent to school if they have a contagious disease, fever, diarrhea, or are vomiting. Please keep your child at home until he/she is free of these symptoms for 24 hours. The school is also to be informed of all communicable and contagious diseases: head lice, chicken pox, pink eye, etc.

Absences related to travel and vacation are the parents' responsibility.

Chronic Tardiness Policy (Per Quarter)

Being on time for school is an important way to teach our children that being a responsible person means being on time. At the same time, being on time is also a matter of justice toward the teacher and the other students in the class. When a student is late, the teacher, who has already begun class, must stop teaching, get the student settled, try to catch them up, etc. Tardiness causes disruption to the teacher and to the whole class. While recognizing that sometimes tardiness is unavoidable, chronic tardiness must be addressed by the school administration, not only for the sake of the individual student but also for the sake of the other students in the class. Thus, the following policy will be employed to address chronic tardiness per quarter:

1. 5th – Warning (through email and letter with student)
2. 6th Tardy – Community Service for Cafeteria/Teacher during Recess
3. 7-15 Tardies – Morning Detention in accord with Detention Policy (Grades K-12: 7:30-7:40 a.m.; Grades 3-8; 7:10-7:40 a.m.)
4. After 15 Tardies – If the family is unable to correct chronic tardiness, the administration will revisit the issue of whether Our Lady School is the best academic placement for the student(s).

On the 7th through 15th tardy of the quarter, the office secretary will send home a standardized letter that states the student has been tardy "insert number" times and that the student will be required to service a morning school detention in accordance with the Detention Policy. The student will be required to get a parental signature on this notice and return it to the front office secretary.

On the 15th tardy of the quarter, the parent(s) of the tardy student(s) will be required to meet with the principal to sign a document saying they will get their child(ren) to school on time. If the parent(s) refuse or fail to meet, the administration will

revisit the issue of whether Our Lady School is the best academic placement for the student(s). An email will also be sent.

A student is tardy when he or she is not in his or her assigned place when the bell rings to begin the day. OLS considers however weather and road conditions.

Business Hours

School business hours are 7:00 am to 3:00 pm. After hours, leave a brief message and your call will be returned as soon as possible.

Child Abuse Reporting (P3610)

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay, religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

ClassPager Emergency Communication

Our Lady School has implemented a communication process through ClassPager. Parents may text to join the Our Lady ClassPager Parent Group. The Principal or secretary will send a ClassPager message in case of school emergency, delay, or cancellation (due to snow/weather). Occasionally a message will be sent informing parents that an important e-mail message from the school has been sent to them.

Curriculum

The curriculum at Our Lady School follows the requirements and guidelines of the Diocese of Fort Wayne-South Bend and the requirements of the State. The materials and programs that Our Lady School utilizes include, but are not limited to, Catechesis of the Good Shepherd, Memoria Press publications, Disciple of Christ virtue program, and Catholic Heritage Curricula for an enriched academic and religious education.

Private Tutoring Tutors hired privately by parents (or others) are not allowed at OLS during the school day.

Daily Schedule

Monday-Tuesday, Thursday-Friday

7:30 a.m.	Students can enter the school
7:45 a.m.	Begin School Day: Prayer, Pledge, Announcements, Attendance, and Lunch Check
9:00 a.m.	Mass (Four days per week)
10:50-11:30 a.m.	Blessing, Lunch, Recess (K-2)
11:15-11:45 a.m.	Blessing, Lunch, Recess (3-5)
11:30 a.m.-12:00 p.m.	Blessing, Lunch, Recess (6-8)
12:30 p.m.	Prayer
2:45 p.m.	Prayer and prepare for dismissal
2:50 p.m.	Dismissal as per parking lot procedure

Wednesday

7:30 a.m.	Students can enter the school
7:45 a.m.	Begin School Day: Prayer, Pledge, Announcements, Attendance, and Lunch Check
9:00 a.m.	Adoration (One day per week)
10:50-11:30 a.m.	Blessing, Lunch, Recess (K-2)
11:15-11:45 a.m.	Blessing, Lunch, Recess (3-5)
11:30 a.m.-12:00 p.m.	Blessing, Lunch, Recess (6-8)
12:30 p.m.	Prayer
2:15 p.m.	Prayer and prepare for dismissal
2:20 p.m.	Dismissal as per parking lot procedure
2:30 p.m. – 3:20 p.m.	Staff Development

Directory Information (P4170-partial)

Parents/guardians/individuals acting as parents in the absence of a parent or guardian of student of a diocesan school/or eligible students in attendance at the school, are notified that the school designates the following information as “Directory” information under the Family and Educational Rights and Privacy Act, which may be disclosed: name, address, telephone listing, e-mail address, photograph, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous educational agency or institution attended by student, grade level.

Discipline Philosophy

Students’ actions and attitudes should reflect a Christian attitude. Discipline at Our Lady School is formative and developmental. Students are always to conduct themselves according to the expectations of the school and parish.

Self-discipline is essential to the development of:

- the Christian community;
- an atmosphere conducive to learning; and
- growth in respect, responsibility, accountability, and self-control.

As a Catholic school, we are committed to the welfare of our students, their growth in the Faith, and their academic achievement. Parents are the primary educators of their children and have the ultimate responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior.

We seek to work in a spirit of cooperation between home and school. Within an age-appropriate framework, all students at Our Lady School are required to comply with all school and diocesan rules and regulations.

To create the best environment for learning, we emphasize positive behavior. We encourage, recognize, and model behaviors that promote good manners, safety, positive citizenship, respect, self-discipline, and cooperation in the classroom and on the playground.

Our code of conduct is based on the Gospel values, courtesy, mutual respect, and the dedication of each person, child and adult, to contribute to an environment conducive to learning. Each member of our school has the responsibility to come prepared to learn and to facilitate the learning of others. The success of this code will allow our school to maximize the education of the students and reinforce the values to which we are dedicated. Respectful behavior toward all persons is always expected of students. Inappropriate behavior includes, but is not limited to, physical aggression or disrespectful verbal responses to teachers, classmates, or supervisory personnel.

In the classroom, each teacher outlines his or her class rules to achieve these objectives. When negative acts occur, they are addressed according to the severity of the behavior. If the behavior is less severe, it will be addressed by the classroom or playground guidelines, and the supervising adult will initiate those consequences outlined in the classroom or playground rules. Consequences may differ according to grade level and the child’s actions. Teachers present these rules at Back-to- School Night. Please refer to the classroom rules for specific information.

In the event of more severe infractions, the principal will involve the parents and/ or the pastor. In extreme cases, the pastor will become involved immediately. Penalties for extreme cases can involve contacting public authorities like the police, suspension, or expulsion from Our Lady School.

(approved by Fr. Gurtner 2016.4.14)

OLS DISCIPLINE POLICY

In accordance with Diocesan Policies P4520, P4530, P4420 and P4560, disciplinary actions will be taken by any faculty/staff for inappropriate student behaviors.

Discipline Code:

Disciplinary actions are corrective measures taken by a faculty member or administrator as a response to inappropriate

behavior. The actions are designed to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change the inappropriate behavior. The disciplinary measures will teach the students to take personal responsibility for their behavioral choices by the practice of Reconciliation and Penance. The teachers will handle all minor discipline problems that occur in their classrooms. They will communicate with parents concerning problems that interfere with the learning environment, so the two can work together to correct the problem.

Discipline Action Plan:

Step 1: All minor offenses are handled by the teacher using his/her classroom discipline plan. When the student exhausts the options within the teacher's discipline plan, the student will be sent to the principal's office with a disciplinary referral.

Step 2: Community Service within the School (this includes cleaning the school)

Step 3: After-School Detention (Note: Length of detentions for grades K-2 is 10 minutes; Length of detentions for grades 3-8 is 30 minutes)

Step 4: In-School Suspension – ISS (student completes schoolwork provided while separated from peers. An ISS may be considered if a student receives 5 detentions within a semester.

Step 5: In-School Suspension - ISS (up to 2 full days) Students work on schoolwork at school but is separated from his/her peers.

Step 6: Out-of-School Suspension – OSS Student remains out of school for the length determined by the principal after consulting with an advisory review board. The Pastor then confirms the Principal's decision.

*Parent conference required prior to the student returning to school.

Step 7: Expulsion, if necessary (Note: the final decision for Expulsion rests with the Pastor alone)

SPECIAL NOTE: The principal reserves the right to give additional consequences for inappropriate student behavior if the circumstances warrant. The additional consequences may include, but not limited to, financial retribution for damage to school property, withdrawal of privileges, and community service. A PARENT/STUDENT/TEACHER/PRINCIPAL CONFERENCE MAY BE SCHEDULED DURING ANY OF THE ABOVE STEPS.

Cafeteria and Playground Violations:

All major problems that occur in the cafeteria and on the playground will be referred to the principal.

Detention Policy:

1. Students will serve the detention within 3 school days.
2. Detentions not served will result in an additional detention. Both must be served within 1 week of initial offense.
3. Students may see the Principal to ask for additional time PRIOR TO THE DEADLINE. Once the deadline has passed, a Failure to Serve detention will be issued.
4. After 1 week of the offense, if detentions are not served, the students will serve an ISS.
5. If a student has received 5 detentions for prior offenses, the student may be placed in ISS.
6. If a student receives an ISS, parent contact through phone or meeting will occur.
7. Failure to comply with the disciplinary steps, community service, detentions, etc. is considered a major violation in the category of non-cooperation, which could result in expulsion.
8. Hours (Monday, Tuesday, Thursday, Friday):
 - a. **AM**
 - i. K-2nd = 7:30am-7:40am (student should not be dropped off before 7:30am)
 - ii. 3rd-8th = 7:10am-7:40am
 - b. **PM**
 - i. K-2nd = 3:00pm-3:10pm (student must be picked up at 3:10pm)
 - ii. 3rd-8th = 3:00pm-3:30pm

Parental Appeals

If parents disagree with a penalty or disciplinary procedure, they should contact the originator of the discipline (e.g. teacher or staff member) first. If parents are dissatisfied with this meeting, they should contact the principal. If they are still dissatisfied, parents should contact the pastor, who has the final authority in all school functioning, operations, and procedures.

Families should never discuss matters (including discipline) of other children with teachers and staff.

(approved by Fr. Gurtner 2015.29.10)

Parent/Legal Guardian Concerns Procedure (P2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents/ legal guardian wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issue with the classroom teacher in a formal manner (face-to- face or in writing).

Step 2: Address the issue with the principal.

Step 3: Address the issue with the Pastor (elementary schools only).

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. Harassment).

Grounds for Suspension or Expulsion of Students (P4520)

I. The grounds for suspension or expulsion below apply to student conduct that occurs:

- On school grounds;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function or event; or
- At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530:

- Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
- Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- Threatening or intimidating any individual for whatever purpose.
- Violation of the diocese's Gun-Free School Policy.
- Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- Failing, in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Disciplinary Review for Students (Out-of-School Suspension or Expulsion) (P4530)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or impartial tribunal recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

OLS Suspension/Expulsion Policy

- 1 When, during the process of discovery, an OSS/Expulsion becomes an apparent outcome, a student in the presence of parents will have due diligence. (Diocesan Policy #P4530 #2 above).
- 2 After a child serves an OSS, a small meeting with the principal and/or pastor should be sufficient. For elementary students, repentance, forgiveness and acceptance back into the community is the goal.

Failure or Refusal of Parents/Guardians/Custodians to Participate (P4420)

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.

Student Expectations

Students are expected to:

- Be on time to each class.
- Be prepared to work and bring required materials and assignments to class.
- Know and obey school, classroom, and playground rules.
- Be courteous and respectful to staff, other students, and the public in general.
- Behave in such a way that does not disrupt the learning of others.
- Respect public, personal, and school property.
- Follow directions and requests of school staff.
- Obey school regulations regarding dress codes.
- Be reverent during Masses, services, and Eucharistic Adoration.
- Stand and remain standing when the pastor enters the room.

General Rules and Expectations

Respectful behavior toward all persons is always expected. Inappropriate behavior includes, but is not limited to, physical aggression; disrespectful verbal responses to teachers, classmates, supervisory personnel, and rude or foul language.

Students are required to obtain the teacher's permission to leave the classroom at any time.

Students are to walk quietly through the building so as not to disturb others.

Gum chewing is not allowed on campus, unless noted in an ISP. If it is noted in an ISP that a student can chew gum, the teacher will hold onto and monitor the gum, so others do not obtain it.

No student may be in the school building/classroom without adult permission and supervision.

Skateboards and skates are not allowed on school grounds.

Cell phones, electronics, or toys of any kind cannot be used during school hours without explicit written permission from school administration. If brought, they must be turned in to the office. They may not be stowed in a locker or backpack or on a student's person. At the first offense, the student's parent/guardian will have to come pick up the device from school administration. At the second offense, the parent/guardian will have to come pick it up AND the student will serve an in-school suspension. Our Lady is not responsible for lost, stolen, or damaged personal property.

Students are expected to eat what their parents have provided them, both to promote their health and to prevent waste.

Our Lady School, however, asks parents to avoid sending meat products for lunch on Fridays, in keeping with the ancient penitential practice of the Church.

Morning/Lunch Recess Rules

- Students are to stay in their assigned areas when mixing with multiple grade levels: K-3rd on the playground and grass area, 4th-8th in the grass area and blacktop. An example of when this takes effect is when anyone from 4th-8th are out with any grade levels in K-3rd. This is for safety reasons.
- When not mixed with grade levels, K-3 can play on the blacktop; and, 4th-8th may play on the playground equipment, provided appropriate care is given to structures. This is for safety reasons.
- Students are to keep building, restrooms, and grounds clean.
- Students are to eat snacks and lunch in the designated areas.
- Students are to follow guidelines regarding play and use of equipment at recesses.
- Students are not to play in restrooms.
- Students are to use the bathroom and get drinks before the final bell rings.

Classroom Lunch Rules

Students eat lunch in their seats and should not leave their seats until excused.

Students are to clean the area on/around desks before participating in other activities.

Students are to follow all instructions of teacher or supervisor.

Environmental Tobacco Smoke (P5000 Series)

All facilities (buildings which are enclosed) where kindergarten, elementary, and/ or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor can smoke in these buildings while services are being provided to children.

Evaluation, Progress Reports, Report Cards, Extra-Curricular Eligibility

Our Lady School is required by state law to assess the knowledge of its students.

Progress reports are issued midway through each quarter on a date specified by the administration. Progress Reports will determine student eligibility in extra-curricular activities. Parents are responsible for accessing student grades throughout the grading period but most importantly at progress reporting time. Progress reports may be accessed on powerschool and printed reports when provided.

Academic Probation Extra-Curricular/Athletic Eligibility Policy

Any student who has two D's, (D or D-, 60%-66%) and/or one F, (59% and under) at any progress reporting time in any subject or conduct is not in good academic standing and is ineligible for sports and other extracurricular activities for a period of one week. At the one-week mark, the school will check student's current grade in the subject for eligibility.

This process may be continued until the next reporting period or until the student becomes eligible. Ultimately, it is the student's responsibility to monitor and keep their grades above this level.

(approved by Fr. Gurtner 2020.6.11)

Report cards are issued quarterly for the purpose of informing parents of the child's progress in any area of the curriculum. Grades are determined by daily assignments, tests, and participation in class, as well as other teacher-set criteria. Report cards are distributed by the classroom teacher and are sent home with the child. Parents are notified prior to distribution. Parents are urged to encourage their children to do their best, but not to frustrate them with goals beyond their ability. Discussion with the teacher is often helpful in determining the proper goals for your child.

Field Trips

Diocesan Child Restraint/Safety Belt Guidelines for Field Trips in Personal Passenger Vehicles Equipped with Standard lap and Shoulder/Lap Safety Belts. Passenger Vans holding 11+ persons are not accepted per diocesan insurance.

Children under 8 years old:

As determined appropriate based upon the child's weight and height, the child must be properly fastened and restrained in a child safety seat (car seat) or in a booster seat using a lap and shoulder safety belt.

Children 8 years to 16 years old:

As determined appropriate based upon the child's weight and height, the child may be fastened and properly restrained in a child safety seat, in a booster seat using a lap and shoulder safety belt or, if the child is over 40 pounds, in any non- front seat including one with only a lap safety belt if other children who are under age 16 are using all non-front seat lap and shoulder safety belts.

Children 16 to 18 years old:

Must use lap or lap and shoulder safety belts.

If the child is over 67 pounds, and too large for a booster seat, the child may be properly restrained without a booster in a non-front seat using a lap safety belt if other children who are under 16 years old are using all other non-front seat lap and shoulder safety belts.

Field trips are encouraged and are utilized as a means of enriching the curriculum by visiting places of cultural, educational, or religious significance. They are also privileges and students can be denied participation if they fail to meet academic or behavioral requirements. All field trips must have the approval of the principal. A field trip permission form will be sent home before any field trip. This form must be signed by the parent/guardian and returned to the school prior to the trip. Each student must also have a medical consent form on file. No student will be permitted to go without the return of the official field trip permission form.

Adult drivers provide transportation and supervision. Parents are to be able to give full attention to the students. A parent/guardian driving on school-approved field trips must have the proper insurance and liability coverage and be Safe Environment approved.

All persons in the car must be properly restrained.

When deemed appropriate by the principal, students will be allowed to wear gym uniforms on field trips.

Fire and Severe Weather Drills

Fire drills are conducted in compliance with the State Fire Marshal and diocesan guidelines in order to ensure the safety of all students. Severe weather and tornado drills are conducted in accordance with Indiana Department of Education guidelines.

Fundraising (P2120)

Fundraising is left to the discretion of the principal, and in the case of an elementary school, the pastor's approval is required. The design of the fundraising activities should consider student safety, socio-economic factors of the parish/school, state guidelines, instructional time, state law, the Diocesan Business Office, and Diocesan Development Office guidelines.

Our Lady School parents are expected to participate in the school fundraisers, should they occur. Most of these fundraisers are sponsored by the Home and School Association (HASA). The profit derived from these events benefits all Our Lady School students.

Gambling on School Grounds

Gambling is not permitted by students on School/Church grounds.

Grading Scale

Grades 3–8

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	< 60

Grades K–2

O	95-100	Outstanding
S+	87-94	Satisfactory
S	80-86	Satisfactory
S-	70-79	Satisfactory
N	60-69	Needs Improvement
U	59 & below	Unsatisfactory

Gun-free Schools (P4560)

Students are prohibited from bringing a firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon in route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school discipline policy.

Harassment Prohibition (P4580)

The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.

Health

All students are required by law to have proof of completed immunizations. If parents choose not to immunize their children, a Religious/Medical Exemption form must be on file at the school and renewed annually.

Vision screening is conducted for grades one, three, five, and eight.

Auditory screening is conducted by a speech and hearing clinician from Fort Wayne Community Schools.

Health Guidelines

Health guidelines may be adjusted for local health emergencies/prevention of contagious diseases or illnesses.

Children should be kept at home from school for:

- fever over 99.5 degrees;
- diarrhea or vomiting;
- thick yellow/green discharge from nose;
- open, runny sores;
- unexplained rashes;
- open sores around the mouth;
- any known contagious disease;
- persistent cough.

Children will be sent home from school for:

- vomiting due to illness;
- diarrhea;
- temperature above 99.5;

or, if after close monitoring of student health symptoms and temperature, the student’s temperature seems to be rising and/or the student visibly looks ill.

Please keep your child at home until he/she is free of symptoms for 24 hours without the aid of medicine. These policies are for the health of all children. If your child does not feel well in the morning, please monitor the symptoms for a time, if needed, before deciding to send them to school.

Home and School Association (HASA)

The Home and School Association (HASA) has as its members the pastor, principal, teachers, and the parents of Our Lady School's children. HASA provides a forum for feedback and exchange of ideas between parents and teachers regarding children's education. It is the key organization responsible for organizing parent-sponsored activities and fundraisers to help support the school financially. HASA meetings are scheduled throughout the school year with the election of officers held each May.

Homework

Homework is expected at every level of learning. This will vary by grade level and subject matter as well as a student's work ethic during school study time.

Late Assignment Policy

If a parent knows that student work will be late, it is in the child's best interest that the parent contacts the teacher as soon as possible. Late assignment policies are established by the teacher and communicated at the beginning of the school year.

Honor Roll

The Honor Roll is designed to give recognition to those who have achieved a high standing in the academic areas:

High Honors:	All A's, O's
Honors:	All A's, B's, O's, and S+ or S's

Human Sexuality

Statement Approved and Mandated by Bishop D'Arcy

The Catholic School upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

Internet/Social Media

Internet Acceptable Use Policy (P4620)

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.

In order to maintain the integrity of our school/parish accounts, no student or parent may create a Facebook®, Twitter® or other social media online account under the name of the parish/school or any sponsored organization of parish/school (or Knights) without written approval from the parish/school administration. Disciplinary action may be necessary if unauthorized creations occur.

Our Lady School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, (seriously or in jest or online) may be subject to detention, suspension, and/or expulsion.

Our Lady School reserves the right to impose consequences for inappropriate behavior that takes place off school grounds and outside of school hours. Thus, inappropriate use of technology (for example, on home computers), may subject the student to consequences. Inappropriate use includes harassment, inappropriate use of the school name, remarks directed to or about teachers, staff, students, offensive communications and safety threats. Our Lady School does not, however actively monitor student use of technology. While our filtering system establishes some parameters for appropriate use within our building,

students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purpose and Christian mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks. Our Lady School employs contracted management services of the network as precautions to eliminate access to inappropriate materials on the network computers and devices; however, it is impossible for any service to guarantee absolute inability of accessing controversial materials. While serious precautions are taken, parents may not hold the school responsible for materials acquired on the internet. The school is not held responsible for the accuracy or quality of information obtained through the Internet services.

As a condition of being allowed the privilege to use the Our Lady Catholic school computer network, students adhere to the following.

Students will comply with all Diocesan and school policies regarding Internet use, and the rules, terms, and conditions of the school and to honor all relevant laws and restrictions. Student use of the Internet connection in the school is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The school administration determines appropriate use and their decision is final. Students will abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Network Etiquette

1. Be polite. Do not send immoral or abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address and phone number private and do not reveal the phone numbers of other students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
6. Use the network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator (teacher) of any security problem immediately.
9. Inform the technology facilitator of any unsolicited on-line contact immediately.

The following are not permitted:

1. Accessing, uploading, downloading, or distributing unchristian, immoral, pornographic, obscene, or sexually explicit materials.
2. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
3. Using immoral, violent, abusive, obscene or sexually explicit language.
4. Sending unchristian, harassing, insulting, or threatening messages.
5. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
6. Violating copyright laws.
7. Unauthorized use of another's password.
8. Trespassing in others' folders, work, or files.
9. Intentionally wasting resources.
10. Employing the network for commercial purposes.
11. Transmission of any material in violation of any federal, state or local law.
12. Obtaining software or data fraudulently or illegally.
13. Revealing one's own or another's personal address or phone number.

Students/parents must read and understand the above information. Violation of the terms, conditions, and regulations above is unethical and may constitute a criminal offense. Should a student commit any violation, access privileges may be revoked pending investigation and could be revoked permanently, other school disciplinary action may be taken, and/or appropriate legal action may also be taken.

Parents accept responsibility for any financial obligation incurred by my minor child through the use of the Internet and related technologies that is not previously specifically approved by the school as part of the assigned fees. Through acknowledgement of the handbook, parents release and agree to indemnify the Diocese and Our Lady Catholic School and agree to hold them harmless from any unauthorized financial responsibilities or liabilities their child incurs through use of the Internet and related technologies and thus accept responsibility if such financial commitments or liabilities are incurred.

Electronic Communication with minor students

During the school year and for academic purposes, the parish, school or organization of Our Lady School may use electronic communication and technology to communicate with your minor child regarding various educational or programming events. Google Classroom and other educational programs with communication capability may be used. Students should use these venues specifically for academic inquiries related to the content area and lessons presented. By signing the handbook receipt, parents give permission for this type of communication. Our Lady School will provide parents access to all student sign on information as well as email inclusion where available.

Photo/Name and Media Consent and Release

Our Lady School and our Diocesan Catholic Schools Office (“Diocesan Schools”) maintain websites and other media. These websites include references to highlight our students’ academic accomplishments and other school related activities. From time to time Diocesan Schools may determine it beneficial to publish student names/pictures on the web site for several reasons, such as:

1. Acknowledgement of students receiving honors or achievements;
2. Participation in athletics, student organizations, student clubs, or school-sponsored extracurricular activities.
3. Depictions of students in relation to special school-related occasions or times of year, e.g. athletic events, graduation, school service projects, and in celebration of receiving the sacraments etc.

We believe that publication of student names/pictures on publicly accessible websites assists Diocesan Schools in promoting the success and benefits of the schools and the accomplishments and efforts of our students to the Diocesan community and the general public.

However, we recognize that a website/media publication is potentially “worldwide.” For that reason, we allow the parent(s)/guardian(s) of students under age 18 the opportunity to advise us if they do not want to have their student’s name/picture posted on a Diocesan School’s website. Even if you do not advise us that you do not want your student’s name or picture considered for publication that does not mean your student’s name/picture will be used. The Diocesan Schools may or may not choose to post your student’s name/picture on one of the websites. Such decisions will be made by Diocesan representatives based upon their determination of website format and content. If you do not want your student’s name or picture even considered for posting on a Diocesan School’s website during this school year, please notify the school in writing before the first day of school.

Library

All students have access to library materials. Non-reference library books may be checked out for two weeks at a time. The student can check out the same book two times in a row for a total of four weeks. If there is no student waiting for the book, the student can check the book out for a third week for a total of six weeks. After this, the student will need to return the book. If a student fails to return their book at any time, the book will be deemed overdue and student may accrue fines as outlined in the Library Policy.

Medication, Administering of (P4210)

A student will not have any medicine, prescribed or over the counter, in his/her possession during the school day or at school functions. Such medications include Tylenol, cold medications, cough drops, eye drops, etc. By law these medications must be administered in the clinic by the properly trained school personnel. Students must turn all medications in to the school office immediately upon arrival. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student’s name affixed. The pharmacy label can serve as the written order of a practitioner. Any student taking pre-scribed medication must have the appropriate form signed by the parent/custodian or the student will be guilty of a drug violation. For medications to be administered by school personnel, a written consent must be on file in the office. Refer to the Administration of Medication Policy.

Recess

Children need fresh air and exercise to stay alert and healthy; therefore, they will not be permitted to stay indoors when the weather is favorable. If a child is to be excused from outdoor recess, a written note must be sent to the teacher detailing the circumstances and duration. Please see to it that your child is dressed for the weather, especially the cold days of winter. Children need hats, gloves, and boots to play comfortably in the cold weather. Students may be asked to stay on the blacktop when the mulch and grass are wet or have accumulated snow.

Releasing of Students from School Grounds

When someone other than a parent/guardian will be picking a child up after school or during the school day, the school office must have a written note or receive a phone call from the parent or guardian stating the name of the person who will be picking the child up. The child is to remain in the classroom until the responsible adult arrives. If the child is sick, he/she is to remain in the school office or with the school nurse or school secretary until the responsible adult arrives. This person is to check in at the office. If the school employee does not know this person, they are to ask for identification. At this time, the office personnel may contact the teacher to release the child. No child will be released to the care of anyone other than the parent, legal guardian, or designee.

Religion Program

All students (1-8) normally attend Holy Mass on Monday, Tuesday, Thursday, and Friday. Kindergarten normally attends Mass on Tuesday and Friday. Students in grades 2–8 also attend Eucharistic Adoration one day per week. Students in kindergarten and first grades participate in Catechesis of the Good Shepherd. Eighth grade students may take a special part in Mass by lecturing, and all trained students may participate by serving. The children also participate in liturgies and prayer services marking the seasonal cycles of the Church year and special holy days, as well as other traditional Catholic practices and prayers.

In addition to the celebration of the liturgy, students participate in a curriculum steeped in Catholicism and Catholic culture and daily prayer as part of the regular classroom.

Religious Issues (P4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

Sacramental Preparation

Reception of the sacraments is of prime importance at Our Lady School. Parents are asked to become involved as the child approaches Christ in the reception of the sacraments.

First Reconciliation and First Holy Communion are special celebrations of the second graders and Sacramental Preparation classes are scheduled throughout the year for parents and children.

The eighth-grade students of Our Lady School are welcomed as candidates for the Sacrament of Confirmation. The candidates prepare for this celebration through participation in a retreat, service projects, and learning sessions.

Throughout the school year, students have opportunities to participate in the Sacrament of Reconciliation.

Safety

Because we are concerned with the safety and well-being of our students, Our Lady School and the Diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites.

Diocesan policy stipulates that all visitors and parents sign in and out at the office when entering and exiting the school. Make an appointment if you need to speak to a teacher or principal. If your child forgets his/her lunch, books, etc., bring the item to the school office. This regulation is for the safety of the children.

School Board

The Our Lady School Board is an advisory and policy-making board established by the pastor in accord with diocesan policy to assist him and the principal in the governance of all matters pertaining to the parish school. The Board consists of elected and appointed members, the pastor, and the principal. Members are elected for three-year terms and are selected from the broader parish community and from among parents of children in the school. School Board meetings are held once per month from August through May.

School Closings and Delays

Local radio and television stations are prepared to handle bulletins alerting you to school closings or delays. The

principal or secretary will also send a text message to your phone.

In the event of a delay, Our Lady School will delay for two hours. A two-hour delay means school will begin at 9:45 a.m. with dismissal at the regular time. The Lunch Schedule remains the same for a two-hour delay.

Weather-related cancellations will be made up at the end of the school year or in any built-in days as stated in the school calendar.

Seclusion and Restraint

Our Lady School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. Parents can access a full copy of our school's plan by request in the school office.

Student Accused of a Non-School Related Criminal Act (P4550)

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

The complete "Student Accused of a Non-School Related Criminal Act (P4550)" diocesan policy is available in the school office during business hours.

Student Insurance

A portion of each student's tuition fee is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at Our Lady School or during school-sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance.

Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the school secretary who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion and mail the completed form along with an Explanation of Benefits and corresponding itemized bills to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 90 days of the date of the injury.

Student Locker and Vehicle Searches (P4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy.

Substance Abuse (P4570)

The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

Teachers and Conferences

The presence of teachers who express a Christian approach to learning and living in their own lives offers the student's religious truth and values integrated with the rest of life.

Formal Parent/teacher conferences are held in the Fall. All parents are expected to attend.

If at any time a parent feels it is necessary to have a conference about a child's needs, please call the school during business hours to set up an appointment or email the teacher directly. The teacher may also contact you in the best interest of your child.

Telephone

Use of the school telephone by students should be for emergencies only and only with permission from the student's teacher and/or from the office personnel. The students will only be allowed to use the phone in the front office.

Water Bottles and Drinks at School

Clear water bottles containing water only are allowed in classroom at the teacher's discretion. Other drinks are allowed at lunch, except for energy drinks and coffee. Soda pop is allowed for lunch but is discouraged because of the sugar and caffeine crash that could affect the student's learning ability in the afternoon.

Uniform Policy for Grades K-8

The OLS Dress Code was established to promote positive attitude and behavior in each student. It promotes modesty, self-respect, and respect of others. Clothes should be of modest fit and not tight or oversized. Students whose clothing does not fit properly will be required to order the correct size. At no time shall a student's appearance be so extreme as to attract attention or create a disturbance.

“All uniform clothing must be clean and without significant staining. The Principal will be the judge regarding the condition of uniform clothing.” *(approved by Fr. Gurtner 2018.6.26)*

The administration at OLS has the right to modify, suspend, alter, or supersede dress code policies when it is deemed appropriate. It is impossible to foresee every situation in the dress code and individual adjustments may be needed. The staff at OLS is always available for assistance if questions or concerns arise about acceptable dress code attire.

OLS recognizes Lands' End as the official school uniform provider except for belts, shoes, tights/knee-highs, and socks. The OLS Lands' End school code is 900172099. A link for ordering from Lands' End is available on the school website.

ITEM	COLOR(S)	STYLE(S)	GUIDELINES
Shirts <i>Vendor:</i> <i>Lands' End</i>	Grades K-3: White, blue, or navy blue	K-3 Male Students: Traditional polo with OLS logo K-3 Female Students: Peter Pan collar polo with OLS logo	A solid white t-shirt or tank top may be worn under oxfords as long as the sleeve length is no longer than the sleeve of the uniform shirt. Shirts must always be properly tucked in. Students are permitted to have their top collar button unfastened, except when a tie is required. All other buttons must always be fastened.
	Grades 4-8: White, blue, or bright cham-Chamois (light yellow)	Grades 4-8: Oxford with OLS logo Shirts may be long- or short- sleeved and must have the OLS logo. No other logos or shirts without the logo.	
Ties <i>Vendor:</i> <i>Lands' End</i>	Navy and gold stripe for males and the navy-blue cross tie for females	Male and Female Students in Grades 4-8: Traditional long tie for males and cross tie for females	Tie Days are every Friday and First Day of School as well as several Catholic feast days determined by the pastor before the start of the school year. See page 26
Sweaters <i>Vendor:</i> <i>Lands' End</i>	All Students: Navy	All sweaters (cardigans, pullovers, and vests) must have the OLS logo. No other logos or sweaters without the logo.	Sweaters are to be worn over approved polo or oxford shirts and must be no longer than hip-length.
	Female Students: Bright Chamois		
Pants <i>Vendor:</i> <i>Lands' End</i>	Khaki	Only approved Pants from Lands' End.	Pants must be hemmed and may not touch the ground. Fraying and holes in the pants are not permitted. Pants must be worn at the waist.
Jumpers/Skirts <i>Vendor:</i> <i>Lands' End</i>	OLS Plaid (classic navy)	K-3 Female Students: Four-pleated jumper 4-8 Female Students: A-line skirt	Jumpers/skirts are to be no shorter than the top of the knee. Skirts are not to be rolled. Shorts are permitted under a jumper/skirt; they may not extend below the skirt hem. All girls must wear tights or knee-highs, not socks when wearing a jumper/skirt.
Belts <i>Vendor:</i> Any	Black, brown, or navy	Kindergarten: Optional Grades 1-8: Required	All students in Grades 1-8 must wear a belt when wearing khaki pants.
Tights/Knee-Highs <i>Vendor:</i> Any	White, navy or opaque	Female students: textures (e.g. cable knit) should be conservative in nature	Knee-highs should extend to the bottom of the knee, not the middle of the calf.

Socks <i>Vendor: Any</i>	White, black, khaki or navy	Dress socks	
Shoes <i>Vendor: Any</i>	Predominately solid: Black Navy Brown Gray White	Dress shoe or solid color gym shoe	Heel height should not exceed one inch. No canvas shoes or dress shoes with a soft rubber sole, especially those with a wide strip of rubber where the top of the shoe meets the sole. No sandals of any kind, boots, clogs, wedges, backless, slipper-style or moccasins, open-toed, fuzzy-lined, platforms, jellies, high-tops, water shoes, roller shoes, or work boots.
Gym Uniform <i>Vendor: Lands' End</i>	Shirt: Red with OLS sports logo Shorts and Pants: Navy Optional Jacket: Red or navy with OLS sports logo Gym shoe color is the same as regular day shoe color.	Gym shoes should have a rubber sole, be conservative in nature Gym shoe color is the same as regular day shoe: Black, navy, brown, gray and white Solid colors only	Each student will be assigned a gym day at the start of the school year. On the assigned day each week, students will come to school in gym uniform and will remain in it for the entire day. Nothing except the approved gym uniform is permitted on the student's gym day. Gym pants are to be worn throughout the school day except during gym class when shorts are permitted. Each student must put gym pants back on over shorts before leaving gym class

Jewelry

Jewelry is a privilege for students at OLS. An overall modest and conservative look is desired. Jewelry should not draw attention to a student or detract from the academic experience. Students may be asked to remove jewelry if a staff member deems it problematic. Jewelry should be removed before participating in gym class. OLS is not responsible for lost or misplaced jewelry.

Earrings	Necklaces	Bracelets	Rings	Watches
Girls are permitted to wear one pair of stud earrings. Large or long dangling earrings are not permitted. No body piercing or gauged ear piercing. Boys may not wear earrings or gauges.	Limit 2 Necklaces are to be modest and of a religious nature (e.g. holy medal, cross, scapular).	Limit 2 Bracelets are to be modest and of a religious nature or be free from symbols/words.	Limit 2 Rings are to be modest in appearance.	Limit 1 Watches are permitted. Wallet chains are not permitted.

Hair

Hair should be of the student's natural hair colors only (e.g. blonde, brown, etc.), clean, and styles must be appropriate – no extreme styles (e.g. mohawk). No symbols of any type may be cut into the hair. Artificial hair accessories are not permitted whether detachable or woven into the hair. Bangs must be cut above the eyebrows. Boys' hair should be even with or above the collar and part of the ear must be visible at all times. Boys must be clean-shaven, and sideburns should not extend below the lowest part of the ear.

Makeup and Nail Polish

While the respectable use of makeup is a societal norm that is not prohibited by our Catholic faith, at Our Lady School, to avoid unnecessary distraction in the educational environment and to emphasize the inherent dignity and beauty of each human person, the use of makeup is not permitted. However, if needed, natural cover-up may be used by girls.

For the same reason, with the exception of the use of clear polish for girls, the use of fingernail polish is also not permitted.

Tie Days

Every Friday is Tie day for girls and boys grades 4-8. The following dates are also required tie days:

First Day of School	
9-14 Exaltation of the Holy Cross	1-25 Conversion of Saint Paul
9-29 Archangels	2-2 Presentation
10-28 Simon and Jude	3-19 St. Joseph
11-30 Andrew	3-25 Annunciation

Tattoos

No tattoos are permitted.

(approved by Fr. Gurtner 2016.1.14)

Our Lady School enforces a dress code for students in order that all students are appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in serious educational pursuits. The Our Lady School dress code is written to avoid focus on social situations that do not support our spirit of Our Lady School. Meeting the uniform policy/dress code is the responsibility of both students and parents.

Should changes and/or clarifications to the Our Lady School uniform code be needed, parents/guardians and students will be informed, and addenda will be communicated. All students are obligated to follow this uniform code from the first day through the last day of the school year, unless otherwise specified by the administration.

Uniform Violations

Any type of dress that violates the spirit of Our Lady School is unacceptable, and the administration reserves the right to decide if a student's style of dress and/or appearance is in violation of prescribed regulations and if it constitutes a disruption of the education process.

Clothing that is determined to be immodest or offensive to the Christian value of chastity will result in a call to the student's parents. The student will not be allowed to return to class until he/she has changed into appropriate clothing.

Classroom teachers may have the uniform policy reflected in their discipline plans.

Uniform violation will have the following consequences per quarter:

- First Offense: Email from school secretary to parents
- Second Offense: Email from school secretary to parents and note sent home to be signed.
- Third Offense: Email from school secretary to parents, note sent home to be signed, and student does community service within the school day.
- Fourth Offense: Email from school secretary to parents, note sent home to be signed, and student does community service within the school day.
- Fifth Offense: Email from school secretary to parents, note sent home to be signed, and student receives a detention.
- Sixth Offense and all others: A phone call home requiring proper attire to be brought to school and time in office.

Vacations (Extended)

The teacher is not required to prepare assignments ahead of time. It is the parents' responsibility to make the necessary arrangements for acquiring and completing the class work missed during their child's absence.

According to the diocesan Attendance Policy #4040, vacations are considered an unexcused absence (Section II,C,3). As noted in Section IV, the school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused.

Visitors to School Buildings (P2410)

For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building.

Volunteers and Safe Environment (P2430)

Volunteers are individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or in any school-related or athletic-related activity may perform any number of suitable functions for which they are qualified based upon their training or background.

All volunteers performing services for a school on a regular or recurring basis must successfully complete the Diocese of Fort Wayne-South Bend Volunteer Application and the Safe Environment Training. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

The complete Volunteers and Safe Environment Policy 2430 is available in the school office during business hours.

For all applications, permission forms, and training materials see the Diocesan website.

General Statement - Public Health and Safety

During public health and safety emergencies, our schools will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to properly respond to severe weather events. As an example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools can experience closures for an extended period of time. When this occurs, our schools will transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

Tuition

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

The school's guidelines for students and/or staff returning to school during a contagious disease event follow:

Confirmed Symptomatic Case

- No fever without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- ≥ 10 calendar days from 1st day of symptoms OR
- Two negative COVID-19 test/24 hours apart

Confirmed Asymptomatic Case

- ≥ 10 calendar days passed without symptoms, and
- Released by a healthcare provider

Presumed Case of COVID 19

- 72 Hours Fever free without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and

