



FAMILY HANDBOOK

Our Lady of Peace School

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**Our Lady of Peace
Family Handbook
Table of Contents**

Philosophy of EducationPage 4

Diocesan Philosophy of Catholic Education

Our Lady of Peace Core Values

Our Lady of Peace Belief Statement

Our Lady of Peace Goals

School Profile

Administrative Procedures.....Page 6

Admissions

Nondiscrimination Clause

Non-Catholic Students

Diocesan/School Initial Admission Requirements

General Requirements for Admission

Class Placement

Release of Directory Information

Kindergarten Admission

Foreign Students

Attendance.....Page 8

Diocesan Policy for Attendance Requirements

Truancy and Excessive Absences

Tardiness

Absence/Leaving School

Absence Reporting Procedures

Student Custody and Guardianship

Dress Code

Curriculum.....Page 10

Spiritual Development
Liturgy
Sacramental Preparation
Implementation of Family Life Instruction
Textbooks
Homework
Class Supply List
Field Trips
Library
Fine Arts
Technology

Instruction and Assessment.....Page 13

Student Evaluation
Grading/Report Cards
Students with Special Needs
Promotion/Retention Policy
Student-Parent-Teacher Communication
Appointment Scheduling with Principal or Teacher
Testing
Access to Records
Transferring to another School

Discipline Policy.....Page 15

Expectations and Consequences
Sexual Harassment-Students
Sexual Violence
Gangs
Weapons
Substance Abuse
Student Responsibilities
Care of School Property
Student Property
Searches

Student Health.....Page 21

Infectious/Communicable Diseases

Accidents and First Aid

Illness

Medications

Chronic Medical Conditions of Students

Safety.....Page 23

School Closing/Inclement Weather/Emergency Dismissal

Fire/Rapid Dismissal/Tornado/Emergency

School Visitors

Telephone Use/Messages for Students

Transportation/Parking

Miscellaneous Information.....Page 24

Lunch/Milk Program

School Pictures

Birthdays and Parties

Lost and Found

Parental Role.....Page 25

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Mission Statement

Our Lady of Peace is a Catholic elementary school of Christ the Servant Parish. We welcome ALL students and families. We are committed to developing the mind, body, and spirit through personalized learning and support.

We inspire students to achieve their God given potential, serve the community, and exit as Christian disciples.

Enter to Learn, Exit to Serve

Philosophy of Education

Diocesan Philosophy of Catholic Education

We believe that each Catholic school, as a part of a larger community, has a mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and services to the Catholic community and society in general. The foundations of Catholic beliefs and practices are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum that meet the religious, academic, personal, and social needs of students.

The Diocesan Office of Catholic Schools provides leadership and support for Catholic schools, as they are an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese of Youngstown.

Our Lady of Peace Core Values

Respect – Recognizing the inherent God given dignity of the human person as created in the image and likeness of God.

Discipline – Understanding that learning creates the capacity for preventive, supportive, and corrective self-regulation.

Responsibility – Valuing the ability to act on one's own, making good decisions and moral choices.

Self-Reliance – Acknowledging the freedom to discover one's true self-identity.

Compassion – Realizing the capacity to empathize and act upon those feelings and thoughts.

Our Lady of Peace Belief Statement

- We believe that fostering Christian discipleship in a safe environment is foundational.
- We believe that all students can learn, and we must provide support and opportunities for personalized learning.
- We believe Our Lady of Peace School is a partner in education with families and the community.
- We believe that student service projects build community, responsibility, compassion, and Christian discipleship.
- We believe that education is a lifelong journey for everyone.
- We believe a diverse staff and student body enhances the school community.

Our Lady of Peace Goals

All of our teachers are college graduates and maintain State of Ohio Standards for teacher certification/licensure. The faculty takes part in continuing education and is committed to the following goals:

- To ensure our Catholic identity
- To emphasize respect and hospitality for everyone at all times
- To increase reading skills, testing scores, and reduce reading anxiety
- To integrate technology across the curriculum

School Profile

From its very beginning in 1953, under the vision of Bishop Emmett Walsh, Our Lady of Peace Parish sought to establish a school for Christian education of its youth.

Our Lady of Peace School was established in Canton, Ohio. They were staffed by an order of Sisters from Emmetsburg, Maryland. These Sisters were from The Daughters of Charity of St. Vincent de Paul. The school also served parishes who do not have a school. The parishes we serve are St. Anthony's, St. John, Canton St. Paul, Little Flower, Canton St. Mary, and St. Benedict.

Our Lady of Peace is governed by the Department of Education of the Diocese of Youngstown and follows educational standards as determined by the State of Ohio and the Diocesan Course of Study.

Students at Our Lady of Peace are eager to learn. We aim to deepen student-learning experiences, instill and to stimulate independent achievement and learning. Our Lady of Peace School is located in a residential neighborhood between Market and Cleveland Avenue, NW, Canton, Ohio.

Our school colors are blue and gold. The school mascot is a bulldog, this was chosen in honor of Gilbert, the pet bulldog of our first pastor, Monsignor Paul Marceau.

Administrative Procedures

Admissions

Catholic schools of the Diocese of Youngstown are open to children whose parents sincerely seek religious oriented Catholic education.

Nondiscrimination Clause

Catholic schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions specifically applicable to schools. Our Lady of Peace Elementary School admits children of any race, color, nationality, ethnic origin, sex, age, marital status, citizenship, handicap and/or disability. We do not discriminate in the administration of our educational and religious policies, financial assistance and scholarships. Privileges, programs and activities are available to all students at our school.

This policy does not conflict with the priority given to Catholics for admission as students, nor does it preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate any practices or doctrines that are inconsistent with the religious tenets of Catholic faith while on school property or at school functions.

Catholic Schools administered under the authority of the Catholic Diocese of Youngstown comply with applicable constitutional and statutory provisions and provide equal opportunity to all qualified employees and applicants for employment, as may be required of and specifically applicable to Catholic schools, so as to prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school-administered programs. Notwithstanding the foregoing, the Diocese of Youngstown, each parish, and each Catholic school expressly reserves any and all rights and protections afforded them by the United States Constitution, the Constitution of the state of Ohio, and applicable law, including but not limited to, the free exercise of religion.

The Diocese reserves the right, however, to determine whether and under what circumstances priority should be given to Catholics for certain employment positions. All Employees must comply with the Diocesan Policy "Adherence to Catholic Teaching." Consistent with the foregoing, it is the policy and practice of the Diocese of Youngstown and the parish to provide equal opportunity in employment, promotions, wages, benefits, and all other privileges, terms, and conditions of employment.

Non-Catholic Students

Students of all faiths are welcome and provide a wonderful diversity to the school. The primacy of Catholic religious formation is not altered with the presence of non-Catholic students. Non-Catholic students may be exempt from formal sacramental celebrations, but they must participate in class preparations, liturgies, retreats, other religious functions and religion classes held during the day. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's position on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of students attending our school, parents must be aware that the Catholic position will be taught.

Diocesan/School Initial Admission Requirements

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school. The school sets registration priority for admission determined by the following:

- Families and staff currently enrolled at Our Lady of Peace Elementary School
- Siblings of children previously enrolled at Our Lady of Peace Elementary School
- Children of families who are active parishioners of Christ the Servant Parish
- Children of families from other Catholic churches without a school
- Non-parishioner/non-Catholic students who desire a religiously orientated Catholic education

General Requirements for Admission

Admission is contingent upon receipt of the following:

- Completed application form
- Original birth certificate
- Proof of adequate immunization as required by the Ohio Revised Code
- Completed Emergency Authorization
- Proof of custody/guardianship papers if applicable
- Copy of Social Security Card (if U.S. citizen)
- Educational and health records from previous school
- All completed forms required for EdChoice Scholarships and EdChoice Expansion Scholarships (if applying as a scholarship student)
- If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

In certain cases, students may be admitted on a probationary basis subject to the students successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e. behavioral), which cannot be reasonably addressed by the school, may be denied admission. The American with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that the information disclosed does not discriminate (automatically prohibit a student from applying).

Class Placement

The Principal/Administration and faculty reserve the right to place students in a class that is consistent with the results of the students' prior academic records and any admission testing.

Release of Directory Information

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name, student's parent(s), guardian(s) name(s), address, phone numbers, dates of attendance, honors, organizations, teams, and pictures taken of the student participating in school

activities. This directory information may be released without prior consent, however, the school will withhold such information upon written disclosure to legitimate authorities. Parent/guardians must use the Waiver/Right to Object form for student participation in videotaping, audio recording, school pictures, other photography or internet use.

Kindergarten Admission

Children who reach five years of age by September 30th may be admitted to the kindergarten program. Screening is administered by trained personnel and may be optional for children enrolled in preschool.

Foreign Students

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Services to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Non-immigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor System (SEVIS).

Information needed for a school that has chosen to register with SEVIS and is qualified to enroll an F-1 student:

- | | |
|------------------------------|-------------------------|
| *I-20 Form (if applicable) | *Local Admissions Forms |
| *Diocese Emergency Care Form | *VISA |
| *State Immunization Form | |

Attendance

Diocesan Policy for Attendance Requirements

Regular attendance helps students achieve the goals and objectives of the curriculum. Ohio Department of Education and the Office of Catholic Schools have a set calendar meeting the required hours of education according to House Bill 410.

The Diocesan Office of Catholic Schools, Our Lady of Peace, or any of its employees are not responsible for ensuring attendance. This is the responsibility of the student's parent(s)/guardian(s).

Truancy and Excessive Absences

Following the definitions of House Bill 410, truancy is now determined by hours rather than days:

- "Habitual truant" is defined as
 - Absent 30 or more consecutive hours without a legitimate excuse;
 - Absent 42 or more hours in one school month without a legitimate excuse; or
 - Absent 72 or more hours in one school year without a legitimate excuse
- "Excessive absences" is defined as
 - Absent 38 or more hours in one school month with or without a legitimate excuse; or
 - Absent 65 or more hours in one school year with or without a legitimate excuse.

Our Lady of Peace will work with students and families to reduce barriers to regular school attendance.

Tardiness

Since tardiness interferes with the child's progress in school and disrupts the classroom teaching, parents are asked to help their children develop the habit of punctuality.

Absence/Leaving School

- In the event of absence, for safety reasons, it is the parent(s)/guardian(s) responsibility to phone the school before 9:30 a.m. giving the reason and the approximate length of absence. When the student returns, reasonable time limits for make-up work should be discussed with the teacher and will be the responsibility of the family.
- The school will attempt to notify parents who do not call in for an absent student.
- Unexcused absences may cause serious academic problems (including but not limited to loss of scholarship, course/grade failure). Administration or classroom teacher will review the matter with the parents before a decision is made by the administration.
- Students may not leave school grounds except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary). A student may be released from school only with prior written authorization of the student's custodial parent/guardian. Students may not be released from school to a non-custodial parent without written permission from the custodial parent. In addition, the school may phone the custodial parent to verbally confirm the request.
- Parents/guardians must report to the office to sign out student(s). Please make an attempt to avoid appointments during school hours and especially during standardized testing weeks in Fall and Spring.
- If a student is absent for more than two hours, it will count as one half day absent.
- Parents must maintain a current working number that is available during school hours.

Absence Reporting Procedures

Upon returning to school, students are to bring a note signed and dated by the parent/guardian, which states the reason for the absence. Please notify the school office immediately if the illness is of a contagious nature (strep throat, lice, Covid-19, etc.)

Notify the teacher(s) about the anticipated absence and anticipated date of return. Request for assignments may be necessary depending on the length of time absent.

Family vacations should coincide with school vacation days. If vacation is taken during school days, parents must notify the teacher and principal of the impending absence. Vacation days are considered unexcused absences. Teachers may choose to send homework and/or have make up work available upon return. Work is to be completed within one week of return unless other arrangements are made. Students, under the supervision of parents, are responsible for the mastery and completion of work missed during an absence. Work that is not made up will be marked incomplete and graded accordingly. Standardized tests missed because of vacation cannot be made up. When parents, but not children, are on vacation, the office must be informed of:

- The adult in charge, drop off and pick up plans
- Emergency phone numbers
- Other pertinent information regarding the children

Student Custody and Guardianship

At the time of school entry or at any other time when there is a change in custody status/arrangements, it is the responsibility of the parent(s)/guardian(s) to provide the principal/administration with a certified copy of the legal custody agreement for any student for which there is a legal custody agreement or for any student not residing with his/her parent. **For safety concerns, parent(s)/guardians(s) are responsible for immediately notifying the office of change of address and phone numbers.**

Parents should not make the school a designated point of parental exchange. It is the responsibility of the parents to arrange and be responsible for transportation changes. Students may be released only with written consent from the custodial parent.

Dress Code

The uniform policy fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform will rest with the classroom teacher/principal. There is a used uniform sale in August. See attached appendix for specific Dress Code Policy.

Curriculum

The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development.

Our curriculum encompasses sequentially ordered learning experiences provided by the school and follows the Diocesan Course of Study and all Ohio State Standards. Basic curriculum includes: Religion, Reading, Language Arts (English, Spelling and Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health, and Physical Education. We strive to provide differentiated curriculum and instruction to meet the needs of every student.

Spiritual Development

The Catholic Church recognizes parents as the primary educators of their children and Catholic school exists to assist parents with family Christian formation. Religion classes are taught daily for all Catholic/non-Catholic children. All children are expected to know the content of assessment.

Every effort is made to make Religion classes relevant and meaningful to our daily living. Our pastor, teachers, parents, and students work together encouraging true growth in faith at all levels. Our religion program is built upon the conviction that, in order to grow, a child's faith-life must be nourished within the family.

Liturgy

The celebration of the Liturgy is an important part of the religious education program of Our Lady of Peace School. All school Liturgies are held once per week and include the celebration of Holy Days and other significant occasions. Our students prepare prayer services for specific events, take turns leading Stations during Lent, and lead the Rosary during October and May. Parents are invited to join the students and faculty for these celebrations.

Students have an opportunity to receive the Sacrament of Reconciliation with individual Confession at least two times during the school year (Advent and Lent).

Sacramental Preparation

Parents are their child's primary educators with regard to faith sharing. The parish policy for a child's sacramental preparation is a cooperative effort between parents and school. Instructions for Reconciliation and First Eucharist are included in the school curriculum. Attendance at parental education programs are required for those whose children will receive the following sacraments:

- **Reconciliation:** Children in Grade 2 receive instruction and have the opportunity to receive the Sacrament of Reconciliation prior to receiving First Eucharist. Children in all grades are encouraged to receive this sacrament regularly.
- **Eucharist:** Children in Grade 2 receive instruction and have the opportunity to receive First Eucharist, typically in May.

Each year, classroom teachers will make information available regarding the scheduling of these classes and any fees involved with preparation.

Our parent(s)/guardian(s) and family members are invited to participate in their own faith journeys along with the students. We believe in life long faith formation, and we will provide opportunities for parent(s) and guardian(s) to grow deeper in their own faith. If you would like more information about baptism for yourself or your children, or if you would like to become a member of Christ the Servant Parish, please talk to the Pastor or other administration member.

Implementation of Family Life Instruction

Family life is not a separate instructional program but is taught throughout the 6-year curriculum. It emphasizes respect for all life from conception through natural death. This is integrated into the course of study for Religion and Health.

Textbooks

Instructional resources for all subjects, including religion, are selected by the principal, in consultation with the teachers who choose from approved lists prepared by the Office of Catholic Schools.

Homework

In order to reinforce daily work and develop good study habits, the school promotes homework in all grade levels. The amount of homework a student may have on any day will vary depending upon the nature of the assignment, the amount of work the child completes in a school day, and the speed at which the student completes his/her work at home.

A general rule would be that students in grades one through four spend 30 minutes each night reading and/or assigned work. Fifth graders should spend about one hour each night on reading and/or other assignments.

Class Supply List

A class supply list, available in the school office, will be sent home at the end of the school year.

Field Trips

Field trips are privileges planned by teachers and approved by the school administration. They have educational purposes as their primary objective. Students may be denied participation if they fail to meet academic or behavior requirements. Field trips are considered an extension of the school day and the code of conduct will apply. Cost of field trips vary based upon the event, distance, length of stay, admission price, and travel expenses. Financial assistance is available upon request.

Students **must** have permission form signed by parent/guardian prior to participating in each activity. Private passenger vehicles may be used with principal's approval. The following conditions apply for volunteer drivers:

- The driver must be 21 years of age or older and complete Volunteer Driver Information form available in the school office.
- The driver must have a valid, non-probationary driver's license on file in the school office and must not have any physical disability that may impair their ability to drive safely.
- The vehicle must have a valid registration and must be insured for a minimum of \$100,000 per person/\$3,000.00 per occurrence. The vehicle owner's insurance must be primary: Diocesan insurance secondary. The driver must provide a copy of proof of insurance that should be kept on file (the insurance follows the car).
- Each student must have access to a seatbelt.
- Drivers should be given directions to the site as well as rules and procedures for student behavior in cars.
- Drivers must not deviate from the scheduled plan (i.e., taking a side trip for ice cream or fast food restaurant).
- The parent or driver will not be permitted to smoke while with the children. The use of a cell phone while driving students is prohibited.
- Parents/Guardians are to be furnished with detailed written information about the field trip.
- For liability and safety, only students enrolled in Our Lady of Peace Elementary School may attend field trips. Parents who drive may **not** take younger children.

Library

The library collection includes over 10,000 age-appropriate books and magazines that have been bar-coded and may be checked out for home use. Books are to be returned in two weeks. Damaged or lost books become the financial responsibility of the student/parent. Book fines and replacement costs are due before final report cards are released.

Fine Arts

Parents may be invited to attend events or musicals produced by students in cooperation with music/art teachers and classroom teachers.

Technology

The computer and Internet are integrated into the curriculum in support of education and research consistent with the educational objectives of the Office of Catholic Schools. Our facility is wireless and instructs both Windows and Mac systems. Proper use of technology, especially the Internet, is an important consideration. See appendix for computer-use services.

Instruction and Assessment

A variety of instructional methods are used to meet individual student needs. Examples include but are not limited to: individualization, small group instruction, large group instruction, self-contained classes, team teaching, computerized instruction, cooperative learning and auxiliary services.

Sometimes for academic needs, either remedial or enrichment, students will be grouped. Grouping is a TEACHING TECHNIQUE. It is not a reward, a punishment, or a class status.

Student Evaluation

Student achievement is monitored on the basis of objectives stated in the Diocesan Course of Study as well as State Standards, and is incorporated into the teacher's plan for daily instruction.

Grading/Report Cards

Evaluation of students is based on daily work including but not limited to: projects, portfolios, class participation, effort, cooperation, teacher judgement and observation.

The purpose of report cards is to present quarterly assessment of the student's achievement in his/her academic studies. Midterm reports may be sent home between grading periods. When study skills need improvement, it is indicated for the appropriate subject area(s).

Students with Special Needs

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after the student has been accepted will be addressed in compliance to rules of IDEA as apply to chartered nonpublic schools in the State of Ohio. Students with disabilities are expected to follow the school policies.

The classroom teacher, the parent, and/or school personnel may refer a student needing special help or a modified educational program to the principal. The principal and person referring the child will discuss the student's special needs with the parents. Parental notification is required for special services whether provided through Our Lady of Peace Elementary School or by Auxiliary Services personal.

Promotion/Retention Policy

Promotion is based on satisfactory completion of respective grade level work. Our goal is to assist students in successfully completing each academic year. However, the repetition of a grade will be recommended when deemed advantageous in addressing the particular needs of the student.

Teachers will notify parents as early in the year as possible if students are not progressing satisfactorily or do not meet criteria for promotion. A conference will be held with the parents, teacher, principal and other school personnel. If determined that additional educational support may enable a child to be placed into the next grade, a plan will be implemented to provide for the student various educational interventions, including but not limited to tutoring, summer school and/or instruction at a learning center. Satisfactory completion of this plan serves as the condition for placement into the next grade.

Student-Parent-Teacher Communication

We recommend that parents check the bookbag daily for notes, flyers, and other notifications. Please respond in a timely manner to requests for information and returning papers to school. Another means of communication with parents is through our One Call Now system. It is very important that the parents keep the school updated with their most recent phone numbers and contact information.

Conferences are scheduled two times throughout the year. Anytime you feel that you need an extra conference, please do not hesitate to contact either the classroom teacher, the principal or the office at 330-492-0622.

Conference information and schedules are sent home and returned with the child. **Students are invited to be part of the academic conference** and to review a portfolio of his/her work.

Appointment Scheduling with Principal or Teacher

In most cases, parents should contact a teacher with any student or classroom concerns before seeking intervention by a school administrator. Phone messages for teachers will be accepted from during office hours. Teachers will return calls at their earliest convenience.

Class time belongs to the process of educating children. Therefore, classroom interruptions are not appropriate during the school day. Please notify office personnel if you wish to make an appointment.

Testing

Testing programs are intended to assist teachers and administrators in a systematic evaluation of academic and religion programs. They also diagnose students' strengths and weakness and aid in the revision of the curriculum and instructional planning.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program and the Ohio Department of Education state required tests. Results of standardized tests will be shared with parents.

Access to Records

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records. If the educational records of a student contain information about more than one student, the parents are limited to specific information about only their child. The school administration may elect to provide for parents, at-cost photocopies of their student's educational records that have been stamped "unofficial copy".

Transferring to another School

The school must receive written notification from a student's custodial parent/guardian regarding a decision to transfer to another school. The notification must include the last day the student will attend classes. All school-owned materials such as textbooks and library books must be returned. Scholastic information will be forwarded to the new school upon receipt of a signed "Release of Student Records" form. Tuition and all fees MUST BE PAID IN FULL prior to the release of the student's records. In cases of unmet financial obligations, health records and testing results, which have been obtained through state or federally funded programs, will be forwarded. Students transferring or withdrawing are required to complete an EXIT Form available from the school office. Parents may not hand-carry records to another school except under extraordinary circumstances.

Discipline Policy

Expectations and Consequences

Student Behavior Expectations:

In order to provide a learning atmosphere of care and concern there must be discipline in a classroom and in the school. Discipline teaches self-control and instills a Christian way of life. Students and parents assume a responsibility for compliance with school rules and policies. Sacrifice and compromise are part of working toward the common good.

Registration at Our Lady of Peace Elementary School, **requires** that students and parents both agree to comply with and support the discipline policies, classroom rules, and regulations.

Characteristics of an Our Lady of Peace Elementary School student:

- Appreciate Catholic education and committed to learn about the Catholic faith
- Reverence at prayer and religious activities
- Participate in liturgy with prayer and song
- Demonstrate respect for property, self, staff, and others members of the school community
- Speech and actions that reflect Christian values
- Truthfulness at all times
- Demonstrate Christian leadership
- Demonstrate personal responsibility for an atmosphere conducive to teaching and learning
- Complete assignments and class work accurately and timely
- Cooperate with adults who assist throughout the school day
- Exhibit behavior that ensures safety for all students and staff
- Attend school regularly and be on time
- Cooperate with bus drivers
- Follow dress code rules and regulations

Expectations of Teachers:

- Exhibit personal attention and interest in each student
- Discuss appropriate behavior and self-discipline with student(s)
- Notify parents when repeated concerns about character development or inappropriate behavior occurs
- Schedule parent/student conferences
- Foster quality relationships among and between students and staff

Breakfast and Lunchroom expectations:

In an effort to keep the lunchroom environment a safe and loving atmosphere, students must:

- Remain seated at all times unless given permission from a staff member
- Use respectful table manners
- Participate in prayer
- Maintain moderate voice during quiet conversations at the table
- Keep breakfast and lunch items on the tray
- Discard breakfast and lunch items as instructed by the staff
- Be respectful of all adults in the cafeteria

Bus Regulations:

- Arrive at designated bus stops prior to scheduled time
- Maintain safety and order while waiting for bus (stay off roadway, respect property and obey traffic rules)
- Ride only the assigned bus to and from school
- Follow directions of bus driver and adults assigned to bus duty

Consequences for actions that do not follow the discipline policy:

It is impossible to foresee all problems that might arise; therefore, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community), which even though not specified, violates the spirit, philosophy, and code of conduct of the school. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will notify the principal/administration of the situation. The offense will be dealt with on an individual basis according to the age of the student and the nature of the infraction. Serious infractions include but are not limited to: verbal or nonverbal threats; weapons or toys that resemble weapons; physical fighting; etc.

The following are some approved disciplinary measures may be used in any order depending on the severity and repetition of infraction(s):

- Appropriate verbal reprimand
- Conference with student and/or parent(s)
- Isolation from the group with supervision (time-out, separated table in lunch room, etc.)
- Temporary removal from classroom
- Loss of privileges
- Referral to office
- Meeting with parents, principal, and/or pastor
- Supervised detention
- Disciplinary contract

Suspensions:

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the building administrator to suspend a student from class or school. Diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense that can be addressed through counseling, such as substance abuse or anger control, or requires the assistance of an outside agency, the suspension may be of duration to allow counseling to occur. Police will be notified when offenses violate laws or impact the safety of student(s) and/or staff members.

Reasons for suspension include but are not limited to:

- Use of violence, force, and/or threats
- Coercion or other conduct that violates the safety of others
- Possession and/or use of a weapon
- Vandalism, destruction, and/or theft of school property
- Offenses involving possession, use, or being under the influence of drugs, alcohol, or other chemical substances
- Repeated disregard for school rules, policies, and regulations
- Other serious behaviors that warrant removal from school for safety reasons

Expulsions:

Expulsion is the most serious disciplinary action taken by Diocesan schools and may be used for serious disciplinary infractions, when public behavior affects the moral, safety, and/or when the student remains incorrigible. Only the Superintendent of schools may expel a student. In Diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school record and withdrawal papers will indicate the expulsion, unless directed otherwise by the Superintendent of Diocesan Schools. No principal shall admit an expelled student to his/her school from another Diocesan or Public School.

Our Lady of Peace Elementary School will not tolerate disrespect for teachers and students by using threatening words or actions. For the safety of the entire school community the parents will be notified. In some instances, the police will be notified. If deemed necessary by the principal, the Diocese will also be notified.

Actions and language come from our thoughts and experiences. Together, the home and school must form good consciences in our students. Each family is asked to work together with the school to curb and monitor the use of inappropriate TV, movies, music, and video games; and that we PRAY over concerns and problems and PRAY FOR ONE ANOTHER. If we want to end the plague of violence in our culture, then it is up to each of us to take an active role in working for peace and being filled with care for one another.

Sexual Harassment-Students

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

The following list is not meant to be all-inclusive but intended to provide guidance as to what may constitute harassment and will be handled according to student behavior code.

- Verbal sexual abuse
- Disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures, pornographic literature, and/or having such material in one's possession in the school, on school grounds or at school-sponsored activities
- Obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds
- Unwanted written or oral communication directed to another of a sexual nature
- Spreading sexual rumors/innuendoes
- Obscene t-shirts, hats or buttons
- Touching oneself sexually in front of others
- Obscene and/or sexually explicit gestures
- Any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If allegations are sustained, disciplinary actions will be taken. The disciplinary action will depend on the nature, frequency and severity of the action, the age of the offender and the victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference

- Written warning/reprimand and parent notification entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension and/or expulsion

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any reason to "believe", (ORC 2151.421), that sexual abuse or violence has occurred involving a student less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when:

- The recipient is physically touched without his/her consent in a sexual manner
- The recipient is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification
- If the recipient was the victim of any of these sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.02), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12), the department of Human Services and the police will be contacted immediately.

Gangs

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

Weapons

Unless otherwise authorized by law, pursuant to the Ohio revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises (ORC SEC 2923, 1212). **A valid concealed-carry permit does not authorize the licensee to carry a weapon onto these premises.**

A "WEAPON" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and/or which is capable of inflicting death upon a human being when used in a manner for which it was designated. An instrument or device of any sort whatsoever which actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon a human being, is a weapon. Weapons include but are not limited to any kind of gun, dagger, razor, knife, brass knuckles, stun guns and other dangerous objects. Facsimiles of weapons used in a threatening fashion are subject to this policy.

Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other areas of the school or having a weapon in one's possession.

Substance Abuse

The school makes an effort to make students aware of the dangers and consequences of the unlawful use of substances. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances.

The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, the student would be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parent will be notified. School officials reserve the right to require that the student takes a drug test within 24 hours and the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

Student Responsibilities

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of the other members of the school community. **Fighting, wrestling, hitting, kicking, punching (even in jest) is not permitted. Fighting back is not acceptable. When a child is punched, pushed, etc., he/she must not retaliate and instead should immediately report the incident to an adult.**

Care of School Property

Students are to care for school property inside and outside in a respectful manner and will make financial restitution for defacing or damaging school property or the properties of others. If library books or text books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the administrator.

Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended. We encourage student responsibility to turn in wallets, watches, and other valuables to the administrator, teacher, or coach.

Our Lady of Peace Elementary School does not assume responsibility for toys, collector cards, cameras, iPads, gaming devices, cell phones and/or any other electronic devices that are brought to school by the student. Parents are asked to see that these items are kept at home. If a student has their cell phone out where it can be seen, it will be confiscated and held in the office for 1 week. A parent **MUST** come to the office and retrieve it.

Students are not permitted to bring to school items such as: knives, sharp objects, matches, lighters, firecrackers, firearms, alcohol, drugs, drug paraphernalia, skateboards or water pistols.

Searches

The principal/administration or his/her designee has the right to protect health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal possessions on school property (e.g. automobiles, etc.) or at school activities may be conducted by school administration or other designated officials. It is only necessary that a search be reasonable and related to the school right in these regards. The failure of students to voluntarily submit to a

search shall be presumptive evidence of existence of contraband and grounds for appropriate disciplinary action.

Lockers and desks are school property and are subject to searches by school authorities to protect the welfare of all students. A student to whom a locker or desk has been assigned has shared use of the locker or desk but has no property rights versus the school.

Student Health

Parents and guardians have primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute for, parental care and concern for the health of the students. The school health aide will ensure correct information of health records. They will also arrange for vision, hearing, and posture screenings.

Infectious/Communicable Diseases

The protection and welfare of each individual student is important in the schools of the Diocese of Youngstown. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health guidelines or a modified schedule as approved by the student's physician or local Public Health Department. Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption Form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.

The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspended communicable diseases, notification of parents whose children have come in contact with this disease, and the requirements for exclusion from and remittance to school for children found having a communicable disease.

Accidents and First Aid

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or principal, the school will render basic first aid. This would consist of washing out the cut or scrape with soap and water, using ice, and/or applying a band aide.

Attempts are made to contact parents when injuries have the potential to become serious.

If it is necessary for a student to be taken to a doctor or hospital for emergency treatment, the parents shall be informed as quickly as possible. A parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) is to accompany the child to the doctor or hospital.

The school shall be held harmless from any cost or expenses associated with the professional diagnosis and/or treatment provided including but not limited to the cost of transportation. Such costs or expenses are the responsibility of the injured party or if a student, the student's parents/guardians.

Illness

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home in order to reduce the risk of infection to other students. It is the responsibility of the parent/guardian to provide the school with a **current phone number** that can be reached during school hours.

Medications

All medications must be kept and dispensed in the school office. Forms for the permission to dispense prescription or over-the-counter medication are available in the school office and **MUST** be signed by a doctor and **MUST** accompany all medication to school. This includes Tylenol, Tums and cough drops. Parents **MUST** bring the medication to the office **THEMSELVES**. Students **ARE NOT ALLOWED** to transport their own medication.

SCHOOL POLICY FOR ADMINISTERING MEDICATION TO STUDENTS

Taken from “Administration’s Handbook”, Office of Catholic Schools and written in accordance with State Law AM SBA-262.

Prescription Medication:

- Parents must sign form supplied by the school granting the school permission to administer the medication.
- A statement signed by the doctor prescribing the drug must be attached to the parent’s permission form (Forms are available from the school office). The doctor’s order must include:
 - a. Student’s name, address, school and class
 - b. Name of drug, dosage and interval of time when dosage is to be given
 - c. Date the administration of medicine is to begin and end
 - d. Any severe reactions that should be reported
 - e. Any special instructions for storing, etc.
- Medication must be in its original container with the pharmacy label intact.
- Permission form, doctor’s statement and medication **must be brought to the school by the parent.**
- The parent agrees to notify the school immediately of any change in the information submitted.

NOTE: Unused medication will be returned **only to the parent and/or will be discarded at the end of the school year.** Parents are responsible for claiming unused medication within one week after it is no longer needed or one week after the school year ends.

Self-Medication:

In special cases a student may be allowed to self-administer prescription medication. A medication dispensing form must be completed. Medication will be kept in the school office with all the other prescription medicines. Students must administer medication in front of school employee designated to administer other medication so a dispensing log is kept.

Non-prescription Drugs:

There is no law that protects school employees from liability when non-prescription medication is dispensed. Sending non-prescription medication to school is asking the employee to assume the risk of a lawsuit, in addition to that employee’s already long list of responsibilities.

If it is necessary to request that a non-prescription medication be given in school, the same rules that apply to prescription medication must be followed:

1. Parents must sign the permission form supplied by the school. This includes getting a signed doctor's order for the medication.
2. Medication must be brought to school by parents in its original container.
3. Container should be labeled with the student's name and class, dosage and interval or time to be given, and date administration of medication is to begin and end.

Chronic Medical Conditions of Students

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. With parental consent, there may be occasions when it would be helpful for the school to communicate with the physician regarding possible effects of medication on school behavior and/or special emergency procedures.

Safety

School Closing/Inclement Weather/Emergency Dismissal

When Plain Local and/or Canton City are closed for weather related reasons, Our Lady of Peace Elementary School is automatically closed. Only in an unforeseen emergency will Our Lady of Peace Elementary School be closed when either Plain Local or Canton City are in session. School cancellations will be announced on WHBC RADIO (1480 AM or 94.1 FM) or through One Call now system.

School is in session a minimum of 910 attendance hours per school year as required by Ohio law. Our school calendar provides for extra hours in case of inclement weather and/or weather-related emergencies. On any day in which classes are canceled due to severe weather conditions, all other school related activities, school-sponsored social events, meetings, extracurricular activities or athletic events/practices held on or away from school property shall likewise be canceled on that day or evening. An exception is made if the host team for an athletic event is in session. Parents will be notified in writing if excess calamity days will be rescheduled.

Fire/Rapid Dismissal/Tornado/Emergency

Fire and tornado drills are intended to promote an orderly evacuation for all children in all locations. Tornado drills are conducted periodically. Fire drills are practiced monthly. Rapid dismissal and crisis drills are also scheduled throughout the year.

Our crisis management plan defines procedures in the event of a lock down, an emergency early dismissal or evacuation. Should Our Lady of Peace Elementary School have to dismiss early due to an emergency situation, an attempt to notify parents will be made while following the crisis plan which is complaint and updated with Stark County emergency officials. See appendix.

School Visitors

Immediately upon entering the school grounds, all persons, other than school staff and currently registered students, must first report to the school office. Visitors park in front of the church and sign in at the office to receive a visitor's pass.

For security reasons, please bring forgotten lunches or gym clothes to the school office. **DO NOT GO TO THE STUDENT'S CLASSROOM.**

Telephone Use/Messages for Students

Students may not use the office phone without written permission from their teacher. In case of an emergency, messages will be taken in the school office.

Cell phones and other electric equipment are not permitted during the school day. Violations may result in confiscation of the item(s).

Transportation/Parking

Our Lady of Peace Elementary School students are transported by the school of residence. We cooperate with the Local schools to provide for the safe transportation of our students. The following guidelines will be used:

- Parents should review all busing guidelines with their children
- Plain Local, Canton City, North Canton, and Perry Local School Districts transport students (phone numbers for transportation are listed below). Bus regulations vary by district; therefore, parents and students should familiarize themselves with policies that apply to their specific district. A copy of these regulations can be obtained through the district.
- Bus schedules are prepared in August by the school districts that inform families of pickup times and locations prior to the start of school. Questions and concerns may be addressed with bus district coordinators.
- During the first week of school, students in grades K, 1 and 2 will wear a small card attached to their book bag. The card will list their name, address, phone number, school, and grade and bus number (AM and PM). Bussing delays can be expected during the first few weeks of school.
- Teachers and staff supervise during arrival and departure of buses.
- Buses utilize the rear school parking lot to deliver and pick up students. As this area is also used for recess, all vehicles are restricted from using the rear parking lot throughout the day. This is for the safety of all students.
- For morning drop off and after school pick up of students please follow the guidelines provided in a separate document.
- All students must go directly home. A parent may request, by a note to the office prior to 1:00 PM, that a student may be changed to a walker. If someone else other than yourself is picking the student up after school they **MUST** be listed on your child's Emergency Medical Form. They must also provide a valid driver's license.

Bus Coordinators

- Plain Local 330 492-1918
- North Canton 330 497-5615
- Canton City 330 456-6710
- Perry Local 330 477-1300

Miscellaneous Information

Lunch/Milk Program

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard for race, religion, color, sex, age, handicap or national origin. Any person who believes he or she is discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Breakfast is offered every morning free of charge. Children have several choices for breakfast. We offer cereal, yogurt, muffins, fruit and other options.

Our Lady of Peace Elementary School lunch program is also free. Students will receive a menu in advance. If a student would like extra of the main dish, they will be charged \$1.00.

School Pictures

All students are photographed each year. The purchase of school pictures is optional and information is sent home with students about the various packages. Students may dress up for picture day. Throughout the year, candid photos of students are in various places in the hall. All students will be pictured in the yearbook.

Birthdays and Parties

Invitations may be distributed at school ONLY if all children, all boys and all girls, in the class are invited. Classroom birthday treats are permitted. You must first check with the teacher and office to make sure that there are not any students in the class with food allergies. Parents bringing birthday treats during the school day must come to the school office. Treats will be delivered to the classroom by school staff.

Lost and Found

Please label all school items including clothing. An item found but not labeled will be placed in the lost and found. If not claimed in a reasonable time these items will periodically be donated to Goodwill.

Parental Role

In this handbook, the term “parent” refers to a student’s natural or adopted parents, non-parent legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, staff and the educational process.

- Modeling and supporting practices of the Christian and Catholic faith
- Participating regularly in their particular faith traditions and observances
- Supporting the school’s mission and commitment to Christian principles
- Supporting school policy and the authority of the pastor, administration, and teachers
- Participating fully in school programs developed to support education
- Remaining informed about and involved in the religious and academic instruction of their children