

GENERAL INFORMATION

Address: 10601 Wadsworth Road, Beach Park, Illinois 60099

Phone Number: (847) 746-3723

Fax: (847) 731-2870

Web Site: www.olhschool.org

Office E-mail: office@olhschool.org

School Hours:

8:00 AM: Students may be dropped off on the playground

8:25 AM: Line up bell rings and students enter the building

8:33 AM: Tardy bell rings

3:10 PM: School Dismissal

Mass Times

Saturday Evening: 5:00 PM

Sunday: 7:00 AM, 9:00 AM and 11:00 AM

MISSION STATEMENT

We are the people of Our Lady of Humility Parish who provide Catholic ministry of work and sacrament. The Catholic school is deemed an important part of this ministry in order to share faith and service in the community.

The Mission of Our Lady of Humility School is to actively engage the minds and spirits of all young people through a Christ-centered education, fostering success and responsibility, one child at a time.

PHILOSOPHY

Our Lady of Humility School relies upon the family to provide the basic foundation for spiritual, academic, social, and physical development. The school strives to build upon this groundwork by:

- Forming a faith community dedicated to worship, service, and appreciation of the beliefs and practices of our Roman Catholic traditions.
- Developing the intellect, encouraging each child to reach his/her full potential.
- Celebrating each person's unique identity and cultural diversity.
- Challenging students to be responsible for their learning and accountable for their actions.

VISION OF THE GRADUATE

A graduate of Our Lady of Humility School is expected to display the habits of mind and characteristics listed on the last page of our handbook. Effort towards these goals should be demonstrated on a daily basis by the student, modeled by the significant adults in the child's life and encouraged through example and word.

NON-DISCRIMINATION IN SCHOOLS

(Archdiocesan Policy 130)

130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all rights, privileges and activities generally accorded or made available to students in these schools.

Archdiocesan schools do not discriminate on the basis of gender, race, color or national and ethnic origin in administration of educational policies, loan programs, Athletic or other school-administered programs.

130.2 Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents

clearly understand that participation in Catholic religious instruction and school activities, related to Catholic identity of the school, are required.

EQUAL EMPLOYMENT OPPORTUNITIES

(Archdiocesan Policy 202.1)

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

ADMISSION POLICY

Every Catholic child, whether the parents are Catholic or not should have an opportunity to attend a Catholic school. Our Lady of Humility School may admit students who are non-Catholic provided these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of our school is required. The child's race, color, religion, sex, national origin will not influence her or his admission.

Guidelines

Age Requirements:

A child entering school must be in compliance with the age requirements of the State of Illinois regarding age of admission.

- Children entering Pre-K must be 4 years old on or before September 1.
- Children entering Kindergarten must be 5 years old on or before September 1.
- Children entering 1st grade must be 6 years old on or before September 1.

Admission Procedure

For the admission of a Pre-K, Kindergarten, First grader or transfer student, parents shall present:

- An official copy of the child's birth certificate
- The baptismal record (if applicable)
- A record of compliance with local and State of Illinois health requirements
- A child's most recent report card and/or standardized test scores
- A child's former school may be contacted
- New families will be interviewed prior to admission.
- Classroom visitation is recommended for prospective families.
- Applicant(s) will be tested in Math and Reading.

New students will automatically serve a probationary period of one year.

The administrative team has the right to determine whether current students may re-register. During the probationary period, a student who does not demonstrate adequate academic progress or lacks a consistent commitment to being a strong student may be asked to leave.

Priority Listing for Acceptance

1. Children of parishioners
 - Children from families with children already enrolled
 - Children now reaching school age
 - Newly registered families in the parish
2. Transfer students from other Catholic schools, or
 - From schools that are merging, consolidating, or closing
 - From schools, not offering full programs or parishes with no school
3. Children of non-parishioners
 - Children from non-parishioners already enrolled
 - Children from public schools where Catholic schools were not available
 - Children now reaching school age
4. Transfer students from public schools

ATTENDANCE

Absence and Tardiness

We stress very strongly the importance of children attending school on a regular basis. Frequent absences jeopardize the effectiveness of any educational program. We realize some absences are unavoidable and indeed necessary for the child's health; however, we do ask that parents be aware of the importance of daily attendance at school for the academic and social development of their children. Students with excessive absences will be referred to the Lake County Superintendent of Schools' PROJECT P.A.S.S. If a child exceeds the 10% limit, a conference will be required for any absence thereafter or retention may be recommended. We do ask that parents try to plan vacations during scheduled school breaks. Although the parents must make the final decision regarding the child's absence, the principal and the teacher are glad to discuss the probable effects upon the child. If parents choose to remove their child for vacation, the make-up work may be given to the student at the discretion of the teacher. Students who participate in "Take Your Child to Work" day will be marked absent for the day. We recommend that you take your child to work during the summer. Students who are absent from school for any or part of the school day are not allowed to participate in any practices or school-sponsored activities held after school or during the evening of the day of the absence without the principal's permission.

Absence

Illness - Parents should call the office (746-3722) to report a child's absence BETWEEN 8:00 a.m. and 9:15 a.m. ON EACH DAY the child is absent.

Any communicable diseases must be reported to the school office immediately upon diagnosis. The school is required to notify families of this illness.

- If a student is absent for an extended period, s/he must also bring a written, dated note FROM A DOCTOR that states the reason for the absence and assures the school the student's presence creates no health danger to other students. This release is also necessary if the child has had any communicable disease.
- Any child in attendance who becomes ill or who is suspected of illness will be attended to by the office staff. The parent/guardian will be notified.
- Parents should make medical and dental appointments during **non-school hours**.
- Early dismissal – Parents are strongly discouraged from picking up their children before the dismissal bell. Early dismissal will be recorded on the permanent role sheet. Students must take responsibility for work missed due to early dismissal.

An adult must come to the office to sign for the release of the student. The staff of Our Lady of Humility shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized, in writing, by the parent(s) or guardian to receive the child. Persons not known to the staff shall be required to provide a driver's license (with photo) or photo identification card to establish their identity prior to a child's release to them.

Vacations

Vacations are discouraged during the school year. If it is necessary to take a child out of school for a prolonged period of time, please consult the school calendar before making arrangements. It is unreasonable to assign work ahead of time. Therefore, work will be assigned for make-up after the child returns to school. The teacher will determine due dates for missed work.

BAND POLICY

All families who sign their child up for band lessons are obligated to pay band fees for the entire year even **if you move**, as the school has a contractual obligation for the entire year. The band fees are subject to be paid in full at the beginning of the school year or in equal monthly installments during the school year. If a monthly installment is not received on time, the child will not be permitted to attend band lessons until the band fees are paid. If a family has made special pay arrangements on tuition fees, the band fees will not be part of that arrangement

CHILD ABUSE

According to State Law all educators are mandated to report allegations or suspicions of child abuse or neglect to the State of Illinois Department of Child and Family Services. In the event such allegations or suspicions are made concerning an OLH student, they will be reported to DCFS.

CHILD CUSTODY

Because Our Lady of Humility School assumes responsibility for children in the school, it is important that the school is notified of any special court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. A parent with specific court orders must come to the office and sign the child out.

Our Lady of Humility School follows the provisions of the ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT*** and permits parents to inspect and review their child's school records. In the case of the non-custodial parent, the school will provide such parents with access to the school records and other information of his or her child, including medical, dental, child care, and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. Please make arrangements at the school office to bring necessary documents and give information regarding child custody.

COMMUNICATION PARENT-TEACHER

PLEASE SIGN UP FOR OUR WEEKLY SCHOOL E-MAIL BY VISITING
WWW.OLHSCHOOL.ORG AND ENTERING YOUR E-MAIL ADDRESS

Communication is the only effective method of problem solving. If at any time a parent has cause to question anything pertaining to their child in the school situation, we ask the parent to contact the child's teacher. Teachers should be contacted through e-mail first and only by calling the school office if you are unable to send an e-mail. Because teachers need time to prepare for the day in the morning and at lunch, parents may not visit the classrooms during the school day without an appointment. If, after seeking resolution through the teacher, there are still unresolved matters, the principal may be contacted. A meeting with the parent, teacher and principal will be scheduled. It should be noted that damage to a person's reputation due to gossip or complaining to others has been proven to be libelous and can result in legal action and/or the family being asked to leave the school.

CONFERENCES

Parent-teacher conferences are scheduled during the year to provide for dialogue regarding the student development in the school program. Teachers or parents may request additional conferences during the year. The Fall Conference is

mandatory for all families and students in grade three through are expected to attend the conference with their parent(s) or guardian(s)

CURRICULUM

Religion, Family Life, Language Arts, Mathematics, Science, Social Studies, Spanish (grades 5-8), Physical Education, Library, Music, Art, and Computer are offered. The curriculum may be read by visiting the school website and clicking on "Curriculum".

DISCIPLINE

School Philosophy

To be contributors in a peaceful and just society, students must exhibit self-motivation and discipline, awareness and respectfulness of self, others, and creation. The rights of each child are respected and valued at Our Lady of Humility Catholic School; therefore, an infringement of the rules and regulations by students will be considered an abuse of the rights of others.

Discipline in the school setting should not be viewed as a means of punishment, but rather a means to engender self-control, responsibility, a sense of order, and efficient management of time and abilities. At school, children have a right to receive positive support for appropriate behavior and to understand that in choosing not to behave, consequences will follow. The administration and the staff will work with the students and their families to achieve positive behavioral results. Continued disrespect, classroom disruption, incorrigible behavior and blatant disregard for school rules may be reason to ask that a child be transferred to another school.

004 Discipline Policy – Archdiocese

Each child will be dealt with on an individual basis, consideration being made to the age of the child, past conduct, and her/his present attitude. Should any differences arise between parents, faculty and students, such differences shall be settled by successive steps as follows:

1. Between parent, student involved and teacher of classroom in question the teacher shall render a decision.
2. Should a settlement that is satisfactory to all be unobtainable as outlined above, the difference becomes a grievance and shall be taken up with the principal. The parent, teacher and principal will attempt to negotiate a settlement. The principal shall render a decision within a reasonable length of time.

3. If any grievance cannot be amicably adjusted and settled in the manner provided above, then the conflict resolution guidelines by the Archdiocese will be followed.

School-Wide Expectations

- Follow directions the first time they are given.
- Respect the space of other persons by keeping your hands, feet, and objects to yourself.
- Use appropriate language at all times.
- Be a peaceful, peace-making person. Think of ways to solve disagreements by using positive words rather than through violence of word or body. OLH is a bully-free zone.
- Use conversational tones in the school building so that others may have the quiet needed to learn.
- Help keep this school community safe, clean, and beautiful. Keep good order in your desks, lockers, and study areas; do not litter, mark, or misuse the physical property of the school, parish, or community.
- Chewing gum is not allowed at any time on the school premises (i.e.: classrooms, hallways, offices, parish center, lunchroom, church, and all areas of the playground.)
- Refrain from note writing or passing notes.
- For the safety of all, no child is allowed in the school or church buildings before, during, or after school, unless accompanied by a faculty member or other authorized adult.
- Lockers (grades 6, 7, 8) are provided for the convenience of storing your school materials and coats. Students may not display any sexist, sexually suggestive, crude, lewd, racist or alcohol/drug related materials on the inside or outside of the locker. Lockers are checked at random by the teacher, principal or designee.
- For the safety of the student, riding bikes, scooters, skates, roller blades and skateboards in the parking lot during school hours and at dismissal time is prohibited.
- Equipment brought outside must be carried out and in by the students and returned to its proper place or assigned classroom.

Inappropriate Items or Behaviors

- Tobacco, alcohol, or other drugs in any form will not be tolerated and students possessing them or under their influence may be subjected to suspension or expulsion.
- Contact sports, such as tackle football, wrestling and wall ball are prohibited.
- Toy weapons, guns, knives, and any item that functions as a projectile are not allowed at school.
- Trading cards may not be brought to school.

- Food, candy, pop, or gum may NOT be eaten on the playground.
- Rough play- pushing, shoving, tackling, and fighting is prohibited.
- Radios, tape recorders, CD players, i-pods, and electronic devices may not be brought to school unless the homeroom teacher has given permission. The school will assume no responsibility for these devices.
- Children may not throw snowballs, rocks, woodchips, twigs etc.
- NO gang signs, symbols, dress or articles are permitted on any student at school. Infractions will be dealt with on an individual basis, and a student may be subject to suspension or expulsion.

School-Wide Consequences

1. Student may receive a verbal reminder and redirection of behavior.
2. Student may receive a detention from teacher for infraction of classroom or school rules and parents/guardians will be notified.
3. Student may be referred to the Principal for more serious infractions of rules, continued patterns of misbehavior, or for breaking playground or lunchroom rules. A decision will be made to give the student an appropriate consequence depending on the nature of the offense. Parent/guardian will be notified in writing.
4. If after following these procedures, a student continues to need assistance in practicing positive behavior, the Principal, teacher, parents, and student will hold a conference. More serious disciplinary action may be considered at this point.

Disciplinary Actions

Detentions:

A detention can be given to support the learning process or to modify behavior. The detention is served on the day indicated on the notice sent home for the parent's signature. The signed detention slip is returned to the issuing teacher the next school day. If the student fails to bring the signed detention slip, a parent will be called. The signature of the parent is necessary to notify the parent of the infraction so as to illicit support and as a safety precaution. Three detentions in the same quarter will result in a one-day suspension.

Suspensions:

Suspension from school is a very serious procedure that involves removal of the student from the normal school environment. While on suspension, the student will not participate in any class or school sponsored function, e.g., sports, field trips or parties. In-school suspension means the student will not be able to attend regular classes but will be under the supervision of the school administration. Out-of-school suspension means that the student will not be permitted in school.

The administration determines the number of days a student is suspended. The student loses any eligibility for quarterly merit awards. Suspensions are recorded in the student's permanent records. When a student is suspended, parents will be notified and an appointment will be set for a conference with the parents, child, teacher, and principal.

On the morning following the suspension, the student and parent (s) will be required to meet with the principal at 8:00 AM in the school office.

Suspension may include but is not be limited to any of the following:

- Insolence toward any adult.
- Continued disruptive behavior that hampers the teaching and learning process.
- Vandalism or theft of parish/school property. Monetary compensation will be expected.
- Physical fighting and endangering the well being of others.
- Truancy.
- Abusive language to an adult or peer.
- Serious incidents of cheating.
- Three detentions in one quarter.
- Possession and/or use of harmful materials and substances, such as: knife, gun, explosives, weapons, questionable reading materials, tobacco, drugs, and alcohol.
- Any other reason not listed but deemed necessary and appropriate.

Expulsion:

Involves the permanent dismissal of a student from attending Our Lady of Humility School. It is invoked rarely and then only as a last resort. Except in extreme cases, expulsion will be imposed only after a period of suspension.

Lunchroom Procedure

1. Homeroom teachers will escort students to lunch.
2. Students remain seated unless given permission by a lunch supervisor.
3. Students will not leave the lunchroom without permission.
4. Students will be dismissed for recess in small groups only after tables and the surrounding areas have been cleaned as expected.
5. When, on occasion, a student leaves the premises for lunch, a note from a parent should be sent to the homeroom teacher who informs the lunch supervisor. The child must be signed out and in at the office and returned on time for afternoon classes.
6. Food is eaten only in the lunchroom or designated area.

6. Fast food lunches are not to be brought in for students.
7. Students with “fast food lunches” must eat in the school office.
8. Throwing food is **NOT** acceptable at any time.

Consequences

1. Verbal reminder and redirection.
2. Time out table in a supervised area.
3. Homeroom teacher is informed and child will eat in the classroom.
4. Principal is informed. Student is served an appropriate consequence: (EX. lunchroom cleanup, and/or required to eat lunch in the office for a specified period of time, detention)

These consequences are not necessarily sequential. The non-compliant behavior determines the consequences.

Dropping off lunches in the office is discouraged. While a lunch may be forgotten occasionally, the habit of dropping off a lunch does not reinforce responsibility on the part of the student and is a needless interruption in the office.

DRUG POLICY

The abuse of drugs and alcohol is counter-productive to the Christian social and academic climate of Our Lady of Humility School. The use and/or sale of chemical substances by a student shall be dealt with seriously and students will be held accountable if reasonable cause exists to believe that a student may possess, use or be under the influence of marijuana, a narcotic, a hallucinogenic drug, non-prescription drugs or medication, or paraphernalia for any of the foregoing on school premises, at school related activities, on the bus or at a bus stop, or in transit to or from school. The following course of action will be taken:

1. The student shall immediately be removed from the class, activity or event.
2. The student will be questioned and observed by the person(s) responsible. The principal will be notified as soon as possible.
3. If in the opinion of the designated member(s) of the staff, a student is deemed to be under the influence and/or in possession of a chemical substance, the parent(s) or guardian(s) will be contacted and will be responsible for removing the student from the premises.
4. The parent(s) or Guardian(s) will then meet with a member of the administration to determine the course of action. Mitigating circumstances warrant differences in procedure; i.e. first offense, age, seriousness of offense, prior conduct, cooperation of parent(s), attitude of student, initial success of rehabilitative measure, etc. Depending on the circumstances, this will result in any or all of the following:

- Conference with the student, staff member involved, student's parent(s) or guardian(s), principal, pastor, and other persons as determined by the principal.
- Appropriate confidentiality will be maintained.
- Suspension pending school investigation.
- Counseling by qualified school personnel (if available).
- If the violation is founded, a required referral to a recognized non-school agency to determine possible chemical dependency (at parents expense).
- Required participation in a student support group for a specified period of time (if applicable).
- Referral to law enforcement or probation agencies at the appropriate time, as directed by law.
- If necessary after professional evaluation, required participation in an alcohol or drug program (to be determined by the school) outside of school.
- When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose disciplinary action such as continued suspension or expulsion. In extreme or special circumstances expulsion may be considered at an earlier time in the process.
- If a student is allowed to remain at our Lady of Humility School, a contract will be initiated which defines the terms of the student's continuance in the school. Any breach of the contract, either on the part of the student or parent(s), will result in automatic expulsion. A student who sells or transfers, or attempts to sell or transfer, any illegal substance herein mentioned shall be recommended for expulsion. Cooperation with law enforcement officials in the matter of illegal sale or transfer, or attempt to sell or transfer of drugs or intoxicants shall be in compliance with the State of Illinois.

DRIVING CHILDREN TO SCHOOL

Cars are to enter the school grounds from Liberty Street. Cars are to park in the South Parking Lot. After picking up your child, you are to exit the school grounds on Wadsworth Road. **Pre-Kindergarten** 3 year old children are to be dropped off on the east side of the church by the Holy Child Center (pre-K building) in the morning, Pre-K 4 year old students should be dropped off in the East parking lot between 8:15-8:25 am and enter the east doors of the main school and be picked up at the main entrance on the left side of the big school at 3:05. Our goal is the safety of the children. Please drive slowly and courteously whenever you are on the school grounds.

EMERGENCY CLOSINGS

When it hampers the health and safety of your child the principal has the authority to close the school building on an emergency basis. In the event school is closed a phone call will be made to each family through our School Reach Program. Parents may also check the website www.emergencyclosings.

EMERGENCY FORMS

Each family will fill out an emergency medical form at the beginning of the school year, listing their physician and any person to call in the event they cannot be reached immediately. **Please notify the school office of any changes of address or phone number for home or work immediately.**

In the event of serious injury to a child, if the parent or emergency number cannot be reached, then the fire department paramedics will be called and will administer first aid and take the child to the nearest hospital.

EXTENDED DAY PROGRAM

Our Lady of Humility provides an Extended Day Program to our school families. The program takes place in the Holy Child Center. The hours of the program are 6:00 AM to 8:00 AM and from 3:15 PM to 6:00 PM. A separate handbook is distributed to families who participate in the program.

FAMILY SCHOOL ASSOCIATION

As a school family, all parents are automatically members of Family School Association. Meetings are publicized through the Wednesday notes and are open to all parents.

FIELD TRIPS

Field trips are made for a variety of purposes - either as part of a unit of study or enrichment. They are considered a "school day". Permission slips must be signed and returned at least one day in advance of the field trip in order for the student to participate in any trip. A student without a signed permission slip will not be allowed to go on the trip and will remain in school. A phone call from the parent will not be accepted in place of the signed form.

FIRST AID

State law regulates that minor injuries be treated with only water, disinfectant and band-aids. If there is a serious injury, parents will be notified immediately. School personnel may not give aspirin or any other medication. The school abides by all OSHA regulations and takes universal precautions.

Children are not allowed to carry aspirin or any other medication on their person at any time. Inhalers are permitted to be carried by students. The office must be made aware of this parental decision.

GRADING

A=93-100

B=86-92

C=76-85

D=70-75

F=0-69

O=Outstanding

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

HOMEWORK

Homework is an integral part of our curriculum in all grades. A teacher assigns homework with a purpose that includes furthering of academic achievement and instilling a sense of responsibility concerning schoolwork and study habits. The amount of homework depends upon the student's needs and age. The completion of assigned homework is required. Missing or late homework will affect a student's report card grade.

Parent support and cooperation is essential in this area. Research has shown that a positive working relationship between home and school will enrich the educational experiences for children. It is recommended that each child make his/her home study a regular nightly routine. Parents can help by:

- providing the child with a quiet place to study.
- setting aside a regular time each night.
- limiting all phone calls, music, television or other distractions.
- using the student planner (grades 4-8) or other means as directed by the classroom teacher.
- reviewing the child's work, signing tests, or other papers as directed by the teacher.

In the event that a student comes unprepared, consequences may include:

- homework notices which are to be signed by parent/guardian and returned to the teacher with missing assignment.
- detentions
- conferences with parent, student, and teacher, with the principal in attendance.
- AN IN-SCHOOL SUSPENSION MAY BE ASSIGNED AT THE DISCRETION OF THE PRINCIPAL IF LESS SEVERE FORMS OF DISCIPLINE DO NOT HAVE THE DESIRED IMPACT.

HONOR ROLL

Students in grades 5 through 8 are eligible for the honor roll. Students may earn either “First Honors” or “Second Honors” based on their grades in all subjects.

First Honors: Students must earn a total of 44, 43, 42 or 41 points

Second Honors: Students must earn a total of 40, 39, 38 or 37 points

Points are earned as follows:

A=4 points B=3 points C=2 points D=1 point F=0 points

- Conduct and effort grades may no be less than satisfactory.

INSURANCE

The company that services our children is Markel Insurance Co. They offer the option of three plans for school hours only and 24 hr. protection. It is state law that all insurance forms **must** be signed and returned whether or not you plan to take the insurance.

LIBRARY

Students in grades K through 5 have a regularly scheduled library class. Students in grades six through eight visit the library at their teacher’s discretion and generally for a specific class assignment.

Books should be treated carefully, returned in a timely manner and only leave school if secured in a book bag. Fines will be assessed for late or damaged books.

MASSES

Students attend Mass every Friday. They are invited to be altar servers, lectors or sing in the school choir (eighth grade only). Students are expected to kneel prior to Mass and participate actively during the Mass.

LOST AND FOUND

Please mark your child’s uniform clothes in some way so they can be identified and returned if lost. A lost and found area is maintained. Please make a habit of checking it for lost articles when in the building. Also, encourage your child to assume the responsibility of looking for missing articles. Unclaimed articles will be donated periodically to a charitable organization.

MEDICAL EXAMINATIONS

The State of Illinois requires every student to have a complete physical examination when entering **preschool, kindergarten and sixth grade**. The form can be obtained through the office and must be returned on or before the first day of school. **New students must bring health records from their former school.** Children who do not have a current health record **MUST BE EXCLUDED** from school until proof of immunization has been supplied. The exclusion date is September 1st. Students entering kindergarten, second and sixth grade are required by the State to have a dental exam, students entering kindergarten are also required to have a vision exam.

MEDICATION

If a child is required by a medical doctor to take prescription medication during the school day, an authorization form available on the school website must be completed and submitted to the school office.

1. The school receives a copy of the doctor's order that includes:
 - Name of medication
 - Condition for which it is being given
 - Dosage and time of administration
 - Duration of the request
 - Doctor's signature and telephone number
2. **Medication must be in the original pharmacy bottle with written information clearly visible**
3. Required paperwork must be completed upon registration.

MUSIC CONCERTS

The school's two yearly concerts are considered mandatory and are included in the student's grade for music class. Students who do not attend the concert will receive a one-grade deduction in the music grade (ex. A to B).

PARENT PARTICIPATION PROGRAM

In order to provide the best education and program, parents are required to volunteer or pay the \$610 Parent Participation Fee. Parents are responsible for understanding their responsibilities and reporting to the appropriate coordinator. If a parent does not satisfactorily complete their volunteer responsibility, a non-compliance fee of \$750 is assessed. The fee is assessed in partnership with the School Board, Principal and Pastor.

PARTY INVITATIONS

Party invitations for Grades Pre-K-8 may be distributed at school only when each child in the class receives an invitation or all the children of the same gender receive an invitation. It causes hurt feelings when some children are left out.

Birthday treats need to be easily distributed - something that does not require cups, plates, or utensils (please do not send drinks or sheet cakes). Pre-cut brownies or rice krispie treats, cupcakes, cookies, or individually wrapped popsicles are some suggestions. Treats should not be a major distraction from the educational process. Consequently, pizzas and other large items are not permitted.

PHONE CALLS

Phoning home for forgotten articles, and/or homework is forbidden.

PICTURES

School pictures are taken each year in the fall. Graduation pictures are taken in May. Information will be sent home with the student.

REPORT CARDS

Report cards are issued four times a year. Midterms are issued only for students in fourth grade. Ed-line, an on-line gradebook available to parents should be checked regularly in order to stay abreast of your child's academic progress.

RETENTION

Archdiocesan Policy 139.1

The decision to retain a student shall be made only if there has been adequate evaluation and documentation that indicates that the student would most likely profit from retention.

Retention Procedure

- The decision to retain a student shall be a cooperative one made by parents, teacher and administrator. Ordinarily, parents shall be notified of the possibility of retention no later than midyear.
- Retention should be used rarely above the primary grades.

ROOM PARENT

The room parent will notify all parents of the events on the school calendar. Each parent will be expected to plan, help buy things, make decorations, set up before, clean up after, chaperone, and anything else necessary for these events to be successful.

SACRAMENTAL PREPARATION PROGRAMS (Contact the Religious Education Office at (847) 746-3744 with any questions).

Programs for the reception of the following Sacraments will be conducted during the course of the school year: Confirmation (8th grade); Holy Eucharist (2nd grade); and Reconciliation (2nd grade). Adult education parent meetings are planned in conjunction with each of these Sacraments and it is expected that parents of children who will receive these Sacraments attend.

Sacrament Preparation for Baptized Children

Children who have been baptized as infants or at a young age are invited to receive First Eucharist and First Reconciliation in second grade. Special sacrament classes are provided for older children who need preparation for the sacraments. Parents are asked to assist in the preparation for these sacraments by attending meetings and celebrations that lead up to the reception of the sacraments, as well as work at home with their child. **Regular Mass attendance is essential for the sacraments.**

Our young people prepare for the sacrament of Confirmation in seventh and eighth grade. A Rite of Enrollment, in the fall of eighth grade, celebrates the beginning of the formal preparation. Sponsors are an integral part of the preparation. Reception of the sacrament is in the spring.

Sacrament Preparation for Non-Baptized or Baptized, Not Catechized

Anyone of the age of reason or older is eligible for the sacraments of initiation namely, Baptism, Confirmation, and First Eucharist. Children and adults who are not baptized, or baptized but not catechized (little or no religious formation), are invited to be part of the parish's RCIA (Rite of Christian Initiation for Adults) process, also referred to as the "Catechumenate". The adult division is directed through the rectory. The child and teen divisions are directed through the Religious Education office.

The children's Catechumenate requires a conversion that is personal and somewhat developed in proportion to their age. During their sessions children are guided to a deeper relationship with Jesus. The preparation for the reception of the sacraments of initiation is received during the Easter season. Parents are expected to attend one meeting a month in order to learn about the process and deepen their own faith. The preparation ordinarily takes two years.

The basics of the Catholic faith are taught by discussing the Sunday readings. Sponsoring families support the children and their parents as they rediscover the Church or come to the Church for the first time.

Parent Involvement

Each year efforts are made to include parents in the religious education of their children as well as continued education for themselves. While children are preparing for the reception of a sacrament, parents are informed of changes in the Church teachings and encouraged to renew their appreciation for that sacrament.

SCHOOL BOARD

Our Lady of Humility has a school board that is advisory in nature and functions primarily to advise the principal and pastor on school related matters.

Open School Board meetings are ordinarily held once a month and are on the school calendar. All are invited to attend these meetings.

It is important to note the School Board is not a grievance committee for settling problems. Problems are handled via the principal in the school office. If you wish to address the School Board, please call the principal or the School Board President to be placed on the agenda. The School Board Agenda is prepared one week before each School Board Meeting.

SCHOOL BUS

We ask your cooperation both on the Beach Park and Zion buses. The safety of the children is involved. The bus driver is to be obeyed completely and **GIVEN RESPECT AT ALL TIMES.**

- Only those students assigned to Zion or Beach Park buses are allowed to ride. However, with a parent note, your child can get off the bus at a different stop. This note must be stamped at the school office.
- Contribute to a safe trip by staying in the seat you originally chose, respecting the space and opinion of others, and speaking in a conversational tone of voice. There is to be no inappropriate language or yelling.
- Bus windows are not to go below marks placed there for the student's safety. There is to be no calling out of the windows.
- There should be no eating, drinking, or gum chewing on the bus.
- Keep the bus clean and safe by not throwing any articles at other children, on the floors or in the seats.
- No student is to leave her/his seat until the bus has completely stopped.
- Students must cross in front of the bus; never in the back of the bus.
- Respect the bus driver; honor their requests without argument.

Consequences:

1. Parents are notified by way of a citation issued by the bus driver and/or a phone call from the Director of Student Services.

2. After the second written citation, the rider is suspended from riding the bus for one week.
3. Continued misbehavior can result in a rider being forbidden from riding the bus for the remainder of the year.

***** The school must accept the bus driver's word when misbehavior occurs.**

SCHOOL OFFICE HOURS

The school office is open from 8:00 A.M. to 3:30 P.M. Calls are taken between 7:30 A.M. and 4:00 P.M.

SCHOOL RECORDS

Non-Custodial Parent Rights

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

If the non-custodial parent would like to receive information (such as report cards, progress reports, etc.) that is provided to the custodial parent through the child at school, then a self-addressed stamped envelope must be provided to the school office.

Parent's Rights School Records

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

- Right to inspect: You have the right to look at your child's permanent record which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.).
- Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosure; or (2) the information is directory information which you have requested to be kept confidential; or (3) request for the information meets one of the limited circumstances described in the guidelines.
- Right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation in the record.
- Once your child turns eighteen, s/he obtains all the above rights.

Notice to Parents of Directory Information

Our Lady of Humility has designated the following information contained in the education records of its students as directory information: (1) student's name, (2) address, (3) telephone number, (4) birth date, (5) place of birth, (6) dates of attendance, (7) awards received, (8) previous schools attended, (9) student's photograph, and (10) parish in which the student resides. This is the type of information normally used in yearbooks, athletic, musical and dramatic publications, student honor rolls, parent club directories, and other similar publications. If you, as the parent of a student who is under 18 or as the student who is 18 or older, wish to prevent the school from releasing this information except with your consent or under the circumstances described in Guidelines for School Records, you must file a form with Our Lady of Humility School at 10601 Wadsworth Rd. prior to the completion of the first week in any school year. Forms for this purpose are available at the school. If you do not file such a form, the school assumes that you do not object to the release of the designated directory information.

SEARCH AND SEIZURE

The principal has the authority to inspect all school or personal property. Hazardous and nuisance items, which are any items or articles which may cause or become a nuisance in the school, the classroom, or on the playground, are subject to immediate confiscation and will not be returned until the end of school.

SEXUAL HARRASSMENT POLICY

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

Procedure:

1. Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.
2. The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action
3. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Education.
4. The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt of demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SPECIAL EDUCATION AND RELATED SERVICES

Our Lady of Humility is not in a position to offer a Special Education Program. The Zion, Beach Park, Winthrop Harbor, and Waukegan School districts offer parents special services to diagnose learning problems. These include diagnostic and psychological services, speech therapy, and special education assistance. Recommendations for testing may be initiated by the parent(s) and/or the teacher.

SPORTS ELIGIBILITY

Eligibility is determined by the student's grades and conduct. The School Board has adopted an eligibility policy. The eligibility policy is distributed to all parents whose children are participating in athletics. It is the parents' responsibility to use edline to monitor their child's grades.

STANDARDIZED TESTING

Achievement and aptitude tests are given annually to students in grades 3-7. Presently, Catholic schools in the Archdiocese of Chicago administer the Terra Nova tests the first week of March.

SUMMER SCHOOL

If a student fails two quarters of a subject, that student would be required to attend summer school or be tutored to make up the subject failed.

TEXT BOOKS

Books are rented and consequently, all books must be kept covered and carried in some type of book bag. Students will be charged for damaged or lost textbooks.

THEFT AND VANDALISM

Any damage done to school property will be repaired and cleaned by the student. If replacement is necessary, the parent will bear the expense. When several students are involved in a situation in which property is damaged, they all are to share in the expense even though they did not physically cause the damage. If they are involved in a situation causing damage, they are responsible by association. In case of theft, the property is to be returned or replaced by the

offender's parents. If theft or vandalism becomes a continual problem, the student will be placed on suspension or may be asked to transfer.

TRANSFERRING PROCEDURES

1. Inform the principal of Our Lady of Humility School at least one week prior to the opening day at the school and sign a form to release records.
2. Sign a form at the new school that will release the child's records.
3. Give the principal the name of the new school and your new address (if moving).
4. The cumulative and health records will be forwarded to the new school.

TUITION

In order to effectively manage the financial obligations of the parish, all school families are asked to be regular contributing members of the parish. Families are asked to contribute once a month and on Christmas and Easter. Tuition increases are based upon the overall financial status of the parish. Although we make every effort to keep increases to a minimum, this is only possible if all families make an effort to support the parish.

008 Tuition Policy

All parents are obligated to meet tuition payments as required by the contract of Our Lady of Humility. (Revised and Approved November 4, 1997)

Guidelines

- It shall be required that each family pay a registration fee per child set annually by the School Board, to reserve a place at OLH School for their child/children for the following school year. This fee is non-refundable and shall not apply toward payment of tuition and fees. The deadline for this payment is April 30th of the present school year.
- When paying the registration fee, each family shall be required to sign a Tuition Contract acknowledging responsibility for payment of tuition, fees, parent participation and fundraising in accordance with local school policy.
- Tuition payments may be made in a lump sum at the beginning of the school year, in two equal payments (one in August and one in January), or in ten equal monthly installments (August through May).
- If a check is returned for "Insufficient Funds" a \$20.00 charge will be assessed.
- Monthly payments are made through FACTS Tuition Management Company. Families are made aware when payments are attempted well in advance and are expected to honor their agreement. If financial obligations are not met, the parent or guardian must make arrangements through FACTS.
- Tuition and fees must be paid through the month the quarter ends. Tuition and fees need to be paid through October, January, March, and May for a student to receive her/his report card.

- If tuition is three months delinquent the student(s) will not be allowed to attend the following quarter until the past due amount is paid in full.
- A student will not be allowed to attend the new school year until the tuition for the previous school year is paid in full.
- In the event of the death of a parent who is an active parishioner of Our Lady of Humility, school tuition and fees will be waived for one (1) year.
- There will be no exchange of services for tuition or fees under any condition by any school family.
- Eighth (8th) graders will not take part in any of the graduation activities until tuition and fees are paid in full. Eighth (8th) graders whose parents are in arrears will not be permitted to graduate.
- Anyone who is financially unable to meet tuition expenses should contact FACTS tuition company to adjust their monthly payment. If a family needs financial assistance to meet the present years tuition obligation, they should contact the school principal for a financial assistance form.

008.1 Tuition Policy

The Our Lady of Humility School Board and the pastor as predicated by the forecasted budget shall determine tuition charge for each child and each family.

(Revised and Approved November 4, 1997)

Guidelines

- Consideration shall be given to the responsibility of the parish to support a portion of operating the school so that the entire expense is not borne by the parent(s) alone.

DRESS CODE

ALL STUDENTS WILL BE IN FULL UNIFORM THE FIRST DAY OF SCHOOL

PARENTS ARE THE FIRST “DRESS CODE” MONITORS AND ARE EXPECTED TO SEND THEIR TO SCHOOL IN COMPLIANCE. WHEN A STUDENT IS NOT IN DRESS CODE, THE PARENT WILL BE CALLED TO BRING A CHANGE OF CLOTHES.

The goals of the dress code are 1) to create an atmosphere conducive to learning, 2) to be easily observable and enforceable, 3) to promote student safety, 4) to project a good image of our school, and 5) to be in good taste and ensure modesty. Enrollment at Our Lady of Humility implies agreement with and acceptance of the dress code. All students are to be in full uniform at all times unless otherwise directed by the school. The teachers along with the Principal or her designee has the final say with regard to interpretation of the dress code. Clothing which does

not follow the uniform policy will need to be changed. In some situations that may require clothing being brought to school into which the student will change. Written notification is required if there are exceptional medical reasons for the student not to be in the proper uniform.

Reminder: Children should be dressed in warm clothing during cold weather since under most circumstances they will be outside for morning and noon recess. Snow pants, wind pants and boots are required if a child wishes to play in the snow. During inclement weather students will stay indoors.

Uniforms are not required for pre-kindergarten students.

Boys and Girls Summer Uniform K-8:

Begins the first day of school until the end of September and May 1st until the end of the school year.

- Uniform Short (Navy blue twill walking short, mid thigh length.)
- White Polo Shirt (Girls)
- Blue Polo Shirt (Boys)
- **Plain white** socks must be worn and need to be **visible above the athletic shoe and cover the ankle.**
- Athletic shoes may be worn and are required to be tied.
- Plain dark colored belts must be worn.

Fall/Winter/Early Spring Uniform

Begins October 1st through April 30th

Girls K-4:

- Plaid jumper or navy pants (woven, cords, or cotton/polyester)
- White Polo shirt (short or long sleeve), 'Peter Pan' collar blouse or turtleneck
- **Plain** navy or white: knee highs, tights, anklets
- Navy Cardigan or crew-neck OLH sweatshirts (2004-05 was the last year for sweatshirts from X-tra Credit.)
- White blouse/Polo shirt **MUST** be worn underneath the sweatshirt
- Navy jumper with OLH logo in gold (must be purchased through the French Toast Company).

Girls 5-8:

- Plaid skirt or uniform navy pants (woven, cords, or cotton/polyester)
- White Polo (short or long sleeve)
- **Plain** navy or white: knee highs, tights, and anklets
- Navy crew neck pullover sweater or new crew-neck OLH sweatshirts available for purchase at school. (2004-05 is the last year for sweatshirts from X-tra Credit.)
- White blouse/ Polo shirt **MUST** be worn underneath sweater
- No hooded sweatshirts are to be worn.
- Navy skirt or skirt (knee length).

Boys K-8:

- Navy dress pants (woven, cords, or cotton/polyester)
- Light Blue Polo shirt (short or long sleeve)
- **Plain** navy or white socks
- Plain white T-shirts may be worn under the uniform shirt
- Navy crew neck pullover sweater or new crew-neck OLH sweatshirt available for purchase at school. (2004-05 is the last year for sweatshirts from X-tra Credit)
- Uniform shirt **MUST** be worn underneath the sweatshirt
- Black or brown belt must be worn.

Shoes:

- Kindergarten students may wear gym shoes all year.
- Students in grades 1-8 - Dark dress shoes or all black athletic shoes should be worn. NO SANDALS, CLOGS OR BOOTS are to be worn as part of the uniform. If the shoes are a lace type, they **MUST** have laces in them and be tied. **Socks are to be worn at all times.**

Accessories: Boys/Girls K-8

Hair: (GIRLS) Hair must be a natural color and must be kept neat, clean and well groomed. (BOYS) Hair must be a natural color and must be clean and well-groomed. Hair should be tapered at the sides and back so that at least one half of the ear is visible; it must be above the top of a regular shirt collar and no longer than the middle of the forehead. (BOTH) Extreme or fad hairstyles are unacceptable. Letters, numbers or designs cut into the hair are unacceptable.

Jewelry: Only simple, functional articles such as a watch or small ring are suitable. If the ears are pierced, only small inconspicuous earrings may be worn. No dangling or large hoop earrings may be worn. Boys may not wear an earring in school. (Excess jewelry ex. bracelets, necklaces etc. will be collected and returned only to the parent.) Only one set of accessories is permitted (ex. One set of earrings, one bracelet, etc.).

Make-up & Make-up and nail polish are **NOT ALLOWED**

Non-Uniform Days: (please note that non-uniform days are for jeans and not sweat pants, spandex, oversized shirts, etc...)

Jeans, athletic shoes, and T-shirts may be worn on this day provided they are neat, clean, and in keeping with the spirit of OLH School and dress code. Torn jeans and unacceptable sayings will not be allowed. Modesty and good taste in apparel choices are expected at all times. During the months when students wear shorts, **the shorts must be walking shorts**, no more than mid-thigh above the knee. **THIS BEGINS IN OCTOBER.**

Gym:

- Students must wear an OLH logo on their gym shirt. Simple, one color sweatpants are permitted.
- All students must wear tied gym shoes in order to participate in gym class.

VISITATION

If you have to come to school during the day for any reason, **STOP AT THE OFFICE AND SIGN IN.** Parents are welcome at any time to visit classes provided procedure is followed. Class visits are a time for observation only, but they furnish an excellent background for parent-teacher conferences. To avoid making a class visit during the time a test is being given, the parent should call the teacher to ascertain the daily plans before making the visit. The teacher will indicate the time and date for the class visit. At least a day's notice should be made to the teacher so preparations can be made. Ordinarily parent visitation should be limited to a 40-minute session. An all morning or afternoon visit is usually not recommended as it creates a distraction to the students.

**PARENT/STUDENT HANDBOOK
2011-2012**

Dear Parent/Guardian,

This is your copy of the Parent/Student Handbook. Our philosophy, from which the rules flow, is included. It is important you and your children read this booklet with care. The school and/or principal retains the right to amend the handbook for just cause. You will be notified promptly if changes are made.

Finally, educating a child is a cooperative venture between school and parent. You have been given this handbook to inform you about procedures at Our Lady of Humility. Please sign and return the form below which indicates you and your child(ren) have thoroughly read and understand the contents of the handbook.

PLEASE READ THE DISCIPLINE PHILOSOPHY, POLICY AND GUIDELINES WITH GREAT CARE.

I have read and agree to uphold the school's policies and procedures as outlined in the handbook.

Youngest or only child _____ Grade _____

Parent/Guardian
Signature _____

THE YOUNGEST OR ONLY CHILD MUST RETURN THIS SHEET TO SCHOOL WITHIN ONE WEEK of the beginning of the school year.