

OUR LADY OF HUMILITY SCHOOL

Parent & Student Handbook 2023-2024

**10601 Wadsworth Rd
Beach Park, IL 60099**

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MISSION STATEMENT

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.

SCHOOL BELIEFS

Rooted in our Catholic Faith, Our Lady of Humility School believes that

- Together we shape the world.
- We are all gifts from God.
- Excellence is intentional.
- We are all learners.

VISION OF THE GRADUATE

At Our Lady of Humility School we cultivate certain qualities in our students so that when they graduate they can proudly say they are BERETS

- **B**rave
- **E**xcellent
- **R**esilient
- **E**mpathetic
- **T**rustworthy
- **S**piritual

Effort towards these qualities 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.

SCHOOL OFFICE HOURS

The school office is open from 8:00 A.M. to 4:00 P.M, Monday-Friday.

ST. BRIGID PARISH MASS TIMES - OLH & ST. PATRICK CHURCH

Saturday Evening: 4:00 PM (OLH) 6:00 PM (St. Pat's)

Sunday: 8:00 AM (St. Pat's), 9:30 AM (OLH), and 11:00 AM (St. Pat's)

Our Lady of Humility School adopts the overall policies of the Archdiocese of Chicago.

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Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Admissions

NON-DISCRIMINATION POLICY

(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 both students and parents clearly understand 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.

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 PK-3 must be 3 years old on or before September 1.
- Children entering PK-4 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 Documents:

For the admission of a Pre-K, Kindergartner, 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 may be interviewed prior to admission and may be tested prior to acceptance. Classroom visitation is recommended for prospective families. ***New students will automatically serve a probationary period of one year.*** The administrative team determines if a current student may re-register for the following year. In addition during the probationary period, if the administration determines a student is not demonstrating adequate academic progress or lacks a consistent commitment to being a strong student they 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

TUITION**008 Tuition Policy**

All parents are obligated to meet tuition payments as required by the Tuition 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 principal and 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 published in advance through the school's Wednesday Notes.

- 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 eleven equal monthly installments (July through May).
- If a check is returned for “Insufficient Funds” an additional \$25.00 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 trimester ends.
- If tuition is three months delinquent the student(s) will not be allowed to attend the following trimester 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.
- 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 the school’s tuition administrator to adjust their monthly payment. If a family needs financial assistance to meet the present year’s tuition obligation, they should apply in FACTS in Grant & Aid. Please note the principal is not involved in this process and all information is kept in strictest confidentiality.

008.1 Tuition Policy

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

Guidelines

- The parish holds no financial responsibility in support of operating the school as Our Lady of Humility School is not a parish-run school, but an archdiocesan-run school.
- Tuition assistance can be applied for online through FACTS in Grant & Aid.

CHECK PAYMENTS

Personal checks may be used to make payments for field trips, EDP payments, as well as other fees associated with the school year outside of tuition. If a check is returned for “Insufficient Funds” an additional \$25.00 charge will be assessed. If two checks are returned for “Insufficient Funds” for a family during the academic year, Our Lady of Humility School will not accept checks as payment for the remainder of the academic year.

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. Complete the Student Withdrawal form.
3. Sign a form at the new school that will release the child's records.
4. Give the principal the name of the new school and your new address (if moving).
5. The cumulative and health records will be forwarded to the new school.

School Policies

SCHOOL HOURS

8:00 - 8:20 AM: Students (K-8) may be dropped off on the playground

8:15 - 8:25 AM: Students (PK) are dropped off at Door #1 (eastern parking lot)

8:20 - 8:30 AM: Students (K-8) enter the building

8:30 AM: Tardy bell rings

3:00PM: PK Dismissal

3:10 PM: K-8 School Dismissal

Daily student attendance is required.

TARDINESS

- The tardy bell rings at 8:30 AM.
- Anyone arriving after 8:30 AM is tardy.
- It is the parental and student responsibility to be on time and ready for the day.
- Consequences of excessive tardiness will be determined by the principal and discussed with the parent and student.

Parents must come into the building to sign-in their children if the students arrive to school after 9 AM.

*Please note: Students arriving after 10am will be marked ½ day AM absent. Students who leave before 2:30 pm will be marked ½ day PM absent.

STUDENT ATTENDANCE POLICY

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

REPORTING PROCESS

Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at (847) 746-3722 or email info@olhschool.org within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy **ON EACH DAY** the child is absent/tardy. If a parent/guardian fails to report a student's absence, it will be recorded as

unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments. An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. Parents must sign their children in after 9am. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at (847) 746-3722 or email info@olhschool.org. Students to be dismissed early from school will be picked up from the school office.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

ABSENCES - HOMEWORK REQUESTS

Homework requests for sick students must be made to the homeroom teacher by 9:00 a.m. and can be picked up in the office after 3:20 p.m.

ILLNESS

Any communicable diseases (including COVID-19) 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 or due to COVID-19 symptoms, 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. If a child vomits or has diarrhea during the school day they must be picked up from school immediately. The parent/guardian will be notified.
- Students must be 24 hour fever free before returning to school.
- 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. If you must have an early dismissal the teacher and the office should be notified of the dismissal. Depending on the time of the early dismissal it will be recorded on the permanent role sheet. Students must take responsibility for work missed due to early dismissal. Students who leave early will not be allowed to return to school that day.

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 and travel out of town 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 the due dates for missed work.

DROP OFF POLICY - Before School

1. Enter the parking lot from Wadsworth Road only.
2. Pull forward and drop children in one of the DROP OFF/PICK UP LANE.
3. Do not park or exit the car in the DROP OFF LANE to assist your child as they exit the car.
4. All cars must exit onto Liberty Street.
5. PRE-K children must be dropped off on the east side of the Church by the Holy Child Center (Door #1) beginning between 8:15 and 8:25 AM.

DISMISSAL PICK-UP POLICY - After School

1. Enter the parking lot from Wadsworth Road only.
2. Pull up and wait your turn in the DROP OFF/PICK UP LANE.
3. Follow the flow of traffic, even once your child has entered your vehicle.
4. All cars must exit onto Liberty Street.
5. Preschool parents must park and pick up their children at door #1 at 3pm.

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. Students who do not attend a field trip with their class must come to school in uniform even if students attending the field trip have a jeans day.

A student who is failing a class in grades 6, 7 or 8 is not permitted to attend the field trip. Notification will be made three days prior to the trip.

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. A copy of the custody agreement must be copied and given to the office.

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.

EXTENDED DAY PROGRAM

Our Lady of Humility provides an Extended Day Program to our school families. The program takes place in the church basement/lunchroom. The hours of the program are 6:00 AM to 8:00 AM (8:15AM for PK) and from 3:15 PM (3PM for PK) to 6:00 PM. The EDP handbook is available on the school website. All school rules apply in the EXTENDED DAY PROGRAM. Use of the program is a privilege and may be revoked if consistent inappropriate behaviors are not remedied. Families are billed separately on a monthly basis. The cost of EDP is \$15 a day per student.

MASSES

Students attend Mass every Friday at 9:00 AM. They are invited to be altar servers, lectors or sing in the school choir. Students are expected to genuflect 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.

PICTURES

School pictures are taken each year in the fall. This year's Picture Day is Wednesday, September 20, 2023. Graduation pictures are taken on Friday, March 8th. Information will be sent home with the student.

Communication

CONTACTING TEACHERS

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 email first and only by calling the school office if you are unable to send an email. 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, most likely virtually. **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.**

Note: Facebook and other social media are not necessarily protected speech and consequently extreme caution is encouraged when discussing/writing anything related to the school. Right judgment and Christian values are encouraged.

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.

Meetings are ordinarily held once a month and are on the school calendar. All are invited to attend these meetings or join a committee.

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 board,

please call the principal or the board president to be placed on the agenda. The agenda is prepared 48 hours before each meeting. Minutes are placed on the school's website.

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 will most likely be scheduled virtually this year. Students in grade three through eight are expected to attend the conference with their parent(s) or guardian(s).

DEADLINES

Deadlines are established to provide for the effective operation of the school. Pizza day forms, lunch orders, and all other requested information must be completed by their due date or it will not be accepted.

VISITORS

If you have to come to school during the day for any reason, STOP AT THE OFFICE AND SIGN IN.

SCHOOL DIRECTORY

Our Lady of Humility School publishes a directory that is sent out to school families via the Wednesday Notes. The information contained in the directory should be used with discretion. On the registration form there is a question asking for parent permission to be published in the directory. If you do not indicate you would like your family excluded from the directory, your family will be included.

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 Messenger Program. Parents may also check the website www.emergencyclosings.

VOLUNTEERS

As per the Archdiocese of Chicago, Office of Catholic Schools, anyone volunteering in the school or for a school function must fulfill the Archdiocesan Volunteer Requirements: fill out a Criminal Background Check, a CANTS form (DCFS background check), a Standards of Behavior form, complete the Mandated Reporter Training, AND go through a Virtus training session.

- Directions are posted on the Archdiocese of Chicago website (www.archchicago.org) and clicking on "Protecting Children".
- Individuals cannot volunteer until all these are met and will not be allowed in the classrooms.

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

Birthday treats are allowed this year, but no goodie bags are allowed. Students may bring in **ONE** treat for each of their classmates (e.g. a pencil, a cupcake, a fruit snack, a bubbles, etc.) Students will celebrate their birthday (or half-birthday) with a Jeans Day.

ROOM PARENT

The room parents coordinate classroom parties and work with the classroom teachers.

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, setup before, clean up after, chaperone, and anything else necessary for these events to be successful.

Letters to be sent home to all parents must be approved by the principal/teacher prior to distribution.

PARENT PARTICIPATION PROGRAM

Parents are encouraged to participate and volunteer when capable to better the school. There is no required participation for parents as in the past.

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.

PHOTOGRAPH/VIDEO RELEASE

At times during the school year, students may be photographed or videotaped for use in program displays or in newspaper stories about the school. These materials will be used only for appropriate and legitimate purposes. The parent/guardian is given the option to include/exclude their children's pictures and is asked to indicate this choice on the registration paperwork.

Health & Safety

ALLERGIES

If your child has allergies, you are encouraged to communicate this in person to your child's teacher. Please note there is not a separate table in the lunchroom for children with food allergies, but if a parent requests a separate table, the request will be granted. OLH is not a "peanut free" school.

ASBESTOS

As part of the State of Illinois and Federal Regulations, we must inform you that our buildings have been inspected for asbestos and a management plan is in effect to deal with any asbestos that we do have. If you would like any further information, please contact the school office. The complete asbestos management plan is located in the school office for your review.

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 without the medical authorization form on file in the school office. 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.

EMERGENCIES AT SCHOOL

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.

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 and is available on the school's website.

ADMINISTRATION OF MEDICAL CANNABIS

Students are not permitted to use or possess cannabis in our schools except in accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

MENTAL HEALTH PROTOCOL & ASSESSMENTS

Our Lady of Humility School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co-curricular activities at Our Lady of Humility School.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
 - a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to Our Lady of Humility School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 - b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to Our Lady of Humility School.
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and

committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

WELLNESS POLICY

BELIEF STATEMENT: OLH is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

INTENT: The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of Public Act 194-0199.

RATIONALE: Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

GOALS FOR NUTRITION EDUCATION

- Students in grades 6 through 8 shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans for students in preschool through grade 5.

GOALS FOR PHYSICAL ACTIVITY

- Students in preschool through grade 8 shall participate in daily physical activity that enables them to achieve and maintain a high level of personal fitness.
- Elementary and middle school students shall participate in physical education.
- The school shall provide a daily supervised recess period to elementary and middle school students.
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs, including intramurals, interscholastic athletics, and physical activity clubs.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES

Parent Partnerships

- The school shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle school.
- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives. This information may be provided in the form of handouts or postings on the school website.

Healthy Eating Programs

- The school's hot lunch program is subsidized by the government and contracted by the Archdiocese of Chicago. For more information about our hot lunch program, visit www.fspro.com.

Physical Activity

- Physical education shall be provided by trained staff members.
- Physical education classes shall have a student-to-teacher ratio comparable to those in other curricular areas.
- The school is encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- The school is encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school.

Academics**GRADUATION REQUIREMENTS**

- Student must have at least a "D" in all classes and all written assignments completed.
- Student has completed all other requirements for 8th grade.
- All bills have been paid or arrangements have been made with the school.

If any of the above requirements are not met, the graduate will receive an unsigned diploma at the ceremony. Upon final completion, when all items are satisfactory, he/she will receive a signed diploma from the principal.

REPORT CARDS

Report cards are issued three times a year. PowerSchool, an online gradebook, available to parents should be checked regularly in order to stay abreast of your child's academic progress. NO MIDTERMS ARE SENT.

GRADING

A+ = 100 - 99	A = 98 - 95	A - = 94 - 93
B+ = 92 - 91	B = 90 - 87	B - = 86 - 85
C+ = 84 - 83	C = 82 - 79	C - = 78 - 77
D+ = 76 - 75	D = 74 - 71	D - = 70 - 69

SPECIAL EDUCATION AND RELATED SERVICES

Our Lady of Humility is not in a position to offer a Special Education Program. Beach Park Public Schools work cooperatively with OLH to help the teachers assist students who have special needs. These include diagnostic and psychological services, speech therapy, and special education assistance. If a parent believes their child may have special education needs, they should contact the principal and arrange for a conference with the child's teacher and the principal.

Our Lady of Humility follows a progress monitoring and response to intervention (RTI) model for determination of a student's learning needs.

STANDARDIZED TESTING

Catholic schools in the Archdiocese of Chicago administer the i-Ready mathematics and reading diagnostic assessments for students in kindergarten through grade 8 in the fall, winter, and spring during the school year.

The standardized tests we take as a school are determined by the Archdiocese and are subject to change.

All students with tax credit scholarships in grades 3-8 must take the Illinois Assessment of Readiness in the spring.

HOMEWORK

Homework is an integral part of our curriculum in all grades. A teacher assigns homework with a purpose that includes furthering 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 a student planner (grades 3-8) 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. *IT IS NOT SUFFICIENT FOR A CHILD TO STATE THEY HAVE SPOKEN TO THEIR PARENT ABOUT THE NOTICE.* If the homework notice does not return to school signed by a parent, the student will receive a detention.

- 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 “High Honors” or “Honors” based on the average of grades in all core subjects (religion, science, history, reading, English, and mathematics).

HIGH HONORS: 95% or above in all core subjects;

HONORS: 93 TO 94.9% in all core subjects;

*D’s and F’s in any subject exclude you from Honor Roll

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 mid-year.
- Retention should be used rarely above the primary grades.

SPORTS ELIGIBILITY

Eligibility is determined by the student’s grades and conduct. The Principal Advisory Council has adopted an eligibility policy. The eligibility policy is available on the school’s website under the Athletics tab. It is the parents’ responsibility to use PowerSchool to monitor their child’s grades.

SUMMER SCHOOL

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

CURRICULUM

Religion, Family Life, Language Arts, Mathematics, Science, Social Studies, Physical Education, Library, Music, Art, and Computer are offered. The curriculum may be read by visiting the school website and clicking on “Curriculum”.

In 2013 the Common Core Curriculum was adopted as recommended by the Archdiocesan Schools Office.

TEXTBOOKS

Books are rented and consequently, all books must be responsibly taken care of and carried in some type of book bag. Students will be charged for damaged or lost textbooks. Books should not be written in as they are used for multiple years and are the property of the school. If a book is defaced, the parent will be expected to pay the entire cost of the book.

SHORT-TERM E-LEARNING

Students who must quarantine or are home sick also will have the opportunity for e-learning. Students will utilize the Schoology platform to get and turn in assignments. There will be no live-streaming of classes this year.

SACRAMENTAL PREPARATION PROGRAMS

(Contact St. Brigid Parish at (847) 244-4161 or (847) 872-8778 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 on Thursday evenings at St. Patrick Church. 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

Children in grades 3-7 who have been baptized and wish to make Reconciliation and/or First Holy Communion will have monthly Sacrament classes on Thursday evenings (6:30-8pm) beginning in late September at St. Patrick Church. Families register using the parish link and indicating “Thursday evening Sacrament Prep” and the sacraments that are needed.

For those requesting Baptism, child and parent(s) will need to meet with Valerie Walker from St. Brigid Parish directly to coordinate adequate preparation.

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.

BEHAVIORAL POLICIES

DISCIPLINE PHILOSOPHY

To be contributors in a peaceful and just society, students must exhibit self-motivation and discipline, awareness and respectful 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 Archdiocese Discipline Policy

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 the 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 from adults.
- Respect the space of other persons by keeping your hands, feet, body, 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.
- Follow appropriate noise levels.
- Respect school property and personal belongings.
 - 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.)
- For the safety of all, no child is allowed in the school or church buildings (including classrooms) 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 or principal.
- For the safety of the student, riding bikes, scooters, skates, rollerblades and skateboards in the parking lot during school hours and at dismissal time is prohibited.
- Cell phones must be turned off and stored in the child's backpack.

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.
- 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, ipods, phones 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 behavior notice or detention from the 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.

DETENTIONS: (3:10 to 4:15 PM)

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 and is 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 elicit support and as a safety precaution.

SUSPENSIONS:

Suspension from school is a very serious procedure that involves the 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 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 limited to any of the following:

- Insolence toward any adult.
- Continued disruptive behavior that hampers the teaching and learning process. This includes repeated non-completion and turning in of homework.
- 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 in school or anywhere on campus.
- Serious incidents of cheating, including plagiarism.
- Three detentions in one trimester.
- 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 in the gym or lunchroom ensuring that all students wash their hands with soap before eating.
2. Students remain seated unless given permission by a lunch supervisor.
3. Students will not leave the lunchroom/gym 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. Food is eaten only in the lunchroom or designated area.
6. Fast food lunches or lunch deliveries 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 be sent to the office.
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 not allowed. While a lunch may be forgotten occasionally, 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:
 - a. Conference with the student, staff member involved, student's parent(s) or guardian(s), principal, pastor, and other persons as determined by the principal.
 - b. Appropriate confidentiality will be maintained.
 - c. Suspension pending school investigation.
 - d. Counseling by qualified school personnel (if available).
 - e. If the violation is founded, a required referral to a recognized non-school agency to determine possible chemical dependency (at parents expense).
 - f. Required participation in a student support group for a specified period of time (if applicable).
 - g. Referral to law enforcement or probation agencies at the appropriate time, as directed by law.
 - h. If necessary after professional evaluation, required participation in an alcohol or drug program (to be determined by the school) outside of school.
 - i. 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.

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.

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.

SEXUAL HARASSMENT 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 regional director at the Office of Catholic Schools.
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 to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SEXTING

Sexting is a serious offense which reflects badly on the image of the school and can greatly damage a student's reputation. Incidents of sexting will be automatically reported to the local authorities for investigation.

PLAGIARISM

Plagiarism is:

- Directly copying the work of another person without using all of the following:
- Quotation Marks, Proper Credit immediately following the quote and listing any sources on the "works cited" page at the end of the assignment.
- Paraphrasing the ideas of another person without using all of the following: Proper Credit immediately following the paraphrase and listing the source on the "works cited" page at the end of the assignment.
- Using and failing to properly credit any work or answers that have been written, created or developed by another person including: Work or answers that have been generated

through electronic translation engines, literary summary sources or inappropriate collaboration with other students.

- Recycling previously submitted work. Recycling an assignments is the resubmission of academic work that has been previously submitted by oneself or another student. Please note that students may not write a book report on the same book and submit it for credit during their years at OLH.
- Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person without proper citation.

CONSEQUENCES OF PLAGIARISM

1ST Offense: The student will redo the assignment properly and receive half credit. The student and teacher will meet with the principal and the parent will be notified by phone.

2nd Offense: The student will redo the assignment for no credit during an in-school suspension. The student and teacher will meet with the principal with an option to meet with the parent.

3rd Offense: The student will receive a failing mark for the quarter in which the infraction occurs and be required to make up the work in summer school. A conference will be required.

Useful website for additional information: www.plagiarism.org

CELL PHONE USAGE

Cell phone use is prohibited while dropping off or picking up students. Remember, it is the law. Cell phones are a distraction to drivers while children are waiting for rides or boarding their vehicles. Safety first, please.

Students may not use their cell phone on campus nor have their cell phone on their person at any time. Cell phones are to be turned off and stored in the child's backpack.

Cell phones which are confiscated will only be returned to the parent.

Any child videotaping or recording on campus without teacher approval will be suspended.

BUS BEHAVIOR

It is an expectation that Our Lady of Humility School students abide by these rules on both 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.
- 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 (level 3 or below). 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.**

BULLYING POLICY

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. The school follows the mandate of the Archdiocese of Chicago and requires a parent teacher conference with both parties if an accusation of bullying is made.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically (including but not limited to email, texts, Snapchat, Facebook, Twitter, and Instagram).
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to:
 - place the student or students in an unreasonable fear of harm to the student or student's person or property
 - cause a substantially detrimental effect on the student or student's physical or mental health;
 - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats and behaviors related to shunning or ignoring another student.

Procedure:

- 1) Any person who feels that he or she has been a victim of bullying 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 bullying, 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 regional director at the Office of Catholic Schools.
- 4) The school will determine the facts regarding all allegations of bullying 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.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of OLH or another school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

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

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from OLH.

DRESS CODE

At Our Lady of Humility School, our goal is to create a positive atmosphere conducive to learning, reduce competition, and project a wholesome image of our school.

Enrollment at Our Lady of Humility implies agreement with and acceptance of the dress code. All students are to be in full uniform beginning on the first day of school and at all times unless otherwise directed by the school.

Parents/guardians are the first Dress Code Monitors and are expected to ensure students are sent to school in compliance. The teachers and principal have authority in regard to interpretation and enforcement of the dress code. Written notification is required if there are exceptional medical reasons for the student not to be in the proper uniform.

****Uniforms are not required for pre-school students.****

If a student is in violation of the dress code, the following actions will be taken:

- First Violation: Email note sent home from the teacher.
- Second Violation: Call home to parents/guardians and possible detention.
- Additional Violation(s): Detention and parent/guardian will be required to bring in a change of clothes.

General Appearance:

Category	Boys	Girls
Hair	<ul style="list-style-type: none"> ● Hair must be kept neat and hair length must be kept above the shirt collar. ● Designs or “lines” are not permitted. ● No artificial color or dye allowed. ● Extreme or “fad” hairstyles are not permitted. 	<ul style="list-style-type: none"> ● Hair must be kept neat. ● No artificial color or dye allowed. ● Extreme or “fad” hairstyles are not permitted. ● Hair should be approximately the same length on all sides.
Jewelry	<ul style="list-style-type: none"> ● A watch, a small bracelet, and a small necklace may be worn. ● Earrings are not permitted. ● Several wristlets on each wrist are not allowed. 	<ul style="list-style-type: none"> ● A watch, a small necklace, a small bracelet, a small set of earrings, and a ring may be worn. ● Several wristlets on each wrist are not allowed.
Make-Up	<ul style="list-style-type: none"> ● Not Allowed. 	<ul style="list-style-type: none"> ● Not Allowed.
Nail Polish	<ul style="list-style-type: none"> ● Not Allowed (including marker) ● No nail extensions/fake nails. 	<ul style="list-style-type: none"> ● Not Allowed (including marker) ● No nail extensions/fake nails.

Standard Uniform:

Category	Boys	Girls
Shirt	<ul style="list-style-type: none"> ● Light blue, white, or navy polo or collared button-down shirt, short or long-sleeved, OLH logo optional. ● Navy blue crewneck sweatshirt with OLH logo may be worn over shirt. <ul style="list-style-type: none"> ○ Sweatshirts from Schoolbelles or American Outfitters only. ● Solid navy blue sweater vest may be worn over shirt. ● No hooded sweatshirts. 	<ul style="list-style-type: none"> ● Light blue, white, or navy polo or collared button-down blouse, short or long-sleeved, OLH logo optional. ● Navy blue crewneck sweatshirt with OLH logo may be worn over shirt. <ul style="list-style-type: none"> ○ Sweatshirts from Schoolbelles or American Outfitters only. ● Solid navy blue sweater vest or cardigan may be worn over shirt. ● No hooded sweatshirts or cardigans.
Undershirt	<ul style="list-style-type: none"> ● White undershirt required for grades 3-8. 	<ul style="list-style-type: none"> ● White undershirt or tank top required for grades 3-8.

Pants/ Shorts	<ul style="list-style-type: none"> • Navy blue dress/uniform-style pants or shorts. <ul style="list-style-type: none"> ◦ Cargo-style is not permitted. • Shirts must be tucked into pants or shorts at all times. 	<ul style="list-style-type: none"> • Navy blue dress/uniform-style pants or shorts <ul style="list-style-type: none"> ◦ Cargo-style is not permitted. ◦ Leggings are not permitted. • Shirts must be tucked into pants or shorts at all times.
Jumpers/ Skirts	<ul style="list-style-type: none"> • Not Allowed. 	<ul style="list-style-type: none"> • K-4th grade may wear navy/hunter plaid or navy blue jumpers or plaid or navy blue skirts described below, OLH logo optional. <ul style="list-style-type: none"> ◦ Shorts must be worn underneath. ◦ Must be within 1 inch of knee • 5th – 8th grade may wear navy/hunter plaid skirts or navy blue skirts. <ul style="list-style-type: none"> ◦ Shorts must be worn ◦ Must be within 1 inch of knee
Socks/ Tights	<ul style="list-style-type: none"> • White, black, or navy blue socks covering the ankle. • No-show socks are not permitted. 	<ul style="list-style-type: none"> • White, black, or navy blue socks covering the ankle. • White, black, or navy blue tights. • No-show socks are not permitted. • White, black, or navy blue knee-high socks.
Shoes	<ul style="list-style-type: none"> • Shoes must be black, white, and/or gray; need not be solid colored. • Shoes must not cover the ankles; no boots. • Tennis shoes or dress shoes are allowed; no Crocs or sandals. 	<ul style="list-style-type: none"> • Shoes must be black, white, and/or gray; need not be solid colored. • Shoes must not cover the ankles; no boots. • Tennis shoes or dress shoes are allowed; no Crocs or sandals. • No heels or platform shoes.

Gym Uniform

K-5 students wear to school on PE days, 6th-8th bring to change into for class:

Category	Boys	Girls
Shoes	<ul style="list-style-type: none"> • Tennis shoes. 	<ul style="list-style-type: none"> • Tennis shoes.
Shirt	<ul style="list-style-type: none"> • Navy blue crewneck t-shirt with OLH logo. • Navy blue crewneck sweatshirt with OLH logo may be worn over t-shirt. 	<ul style="list-style-type: none"> • Navy blue crewneck t-shirt with OLH logo. • Navy blue crewneck sweatshirt with OLH logo may be worn over t-shirt.
Pants/ Shorts	<ul style="list-style-type: none"> • Solid navy blue sweatpants with OLH logo. • Solid navy blue shorts with OLH Logo. 	<ul style="list-style-type: none"> • Solid navy blue sweatpants with OLH logo. • Solid navy blue shorts with OLH Logo.
Socks	<ul style="list-style-type: none"> • White or black athletic socks covering the ankle. 	<ul style="list-style-type: none"> • White or black athletic socks covering the ankle.

Jeans Day (non-uniform day):

Category	Boys	Girls
Shirt	<ul style="list-style-type: none"> Shirts must be in good condition and fit properly (i.e. not oversized or extremely tight). Shirts must extend to the waist or lower and may not be sheer. No offensive images or messages permitted. Sleeveless shirts are not permitted. 	<ul style="list-style-type: none"> Shirts must be in good condition and fit properly (i.e. not oversized or extremely tight). Bra straps must not be visible. Shirts must extend to the waist or lower and may not be sheer. No offensive images or messages permitted. Low-cut, open/off-shoulder, or sleeveless shirts are not permitted. Shirts must gather at the neckline.
Pants/ Shorts/ Dresses/ Skirts	<ul style="list-style-type: none"> Shorts must be in good condition and fit properly (i.e. not oversized or extremely tight). Shorts must reach closer to the knee than the waist. Pants must be in good condition (no rips, tears, etc.) and fit properly. Skinny/jegging style pants are not permitted. OLH sweatpants or PE shorts with OLH logo are permitted. Non-OLH athletic, gym, pajama pants or yoga- style pants or shorts are not permitted. 	<ul style="list-style-type: none"> Shorts must be in good condition and fit properly (i.e. not oversized or extremely tight). Shorts must reach closer to the knee than the waist. Pants must be in good condition (no rips, tears, etc.) and fit properly. Skinny/jegging style pants or leggings are not permitted. OLH sweatpants or PE shorts with OLH logo are permitted. Non-OLH athletic, gym, pajama pants or yoga- style pants or shorts are not permitted. Skirts or dresses may be worn all year. Skirts or dresses must reach the knee, be in good condition and fit properly. Dresses must gather at the neckline and be knee length.
Socks/ Tights	<ul style="list-style-type: none"> Socks must cover the ankle. 	<ul style="list-style-type: none"> Socks must cover the ankle. Knee-highs or tights may be worn with dresses and skirts.
Shoes	<ul style="list-style-type: none"> Close-toed shoes must be worn. Crocs are not allowed. No open-backed shoes. 	<ul style="list-style-type: none"> Close-toed shoes must be worn. Black or brown, flat soled boots (No heels) and below the knee may be worn with jeans but not with skirts or dresses. Crocs are not allowed. No open-backed shoes.

TECHNOLOGY STATEMENT

OLH is committed to integrating technology into the curriculum as well as developing the technological skills of our students. We continue to offer computer experiences in the classroom using school-issued Chromebooks. The OLH School technology program is a curriculum driven program designed to enhance and support classroom instruction. Technology provides our faculty with a tool to meet the needs and learning styles of individual students while preparing them for the future.

PURPOSE: OLH provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at OLH by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of our Catholic school community. OLH firmly believes the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school. Content filtering software is being utilized both on campus and remotely through the student's OLH Google account to minimize this risk using Relay from Lightspeed Systems.

Proper behavior, as it relates to the use of computers and Chromebooks, is no different than proper behavior in all other aspects of OLH school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage.

POLICY TEXT:

I. USE OF OLH'S TECHNOLOGY RESOURCES*

Improper use of OLH'S Technology Resources is prohibited. Uses of the School's Technology Resources that are prohibited include, but are not limited to:

1. Violating students' and faculty members' rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes.
7. Downloading, installing or storing software on a school computer/Chromebook without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, or password on any computer/Chromebook or system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, or gestures in any form on the internet.
11. Using the Internet for entertainment or limited self-discovery function.
12. Using the Internet for unauthorized purchases.

***Technology Resources** include but are not limited to the Intranet, Internet, fax, email, stand-alone computer, and telephone.

II. GENERAL INFORMATION

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system. The school provides internet access to students as a means to facilitate resource sharing, innovation, and

communication. Information gathered from the internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- Teach proper techniques and standards for internet participation.
- Guide student access to appropriate areas of the internet.
- Assure that students understand that misuses of the internet could result in loss of access privileges.
- Monitor related concerns...privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's internet resource sources.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the internet system.

SOCIAL MEDIA

In respecting our children's privacy, when posting pictures and other posts on social media, please do not identify students' names or grades without approval from their parents. The use of the school name, Our Lady of Humility School, is not allowed without approval from the principal.

SOCIAL MEDIA ACCESS/PASSWORDS

- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,
- The school may require the student to share content in the course of such an investigation.

TECHNOLOGY USE OUTSIDE OF SCHOOL

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

Acknowledgement of PARENT/STUDENT HANDBOOK: 2023-2024

Dear Parent/Guardian,

A copy of the Parent/Student Handbook can be found our website at www.olhschool.org. Our philosophy, from which the rules flow, is included. It is important you and your children read this document 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.

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

Child/ren _____ Grade(s) _____

Child/ren _____ Grade(s) _____

Child/ren _____ Grade(s) _____

Child/ren _____ Grade(s) _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

THE YOUNGEST OR ONLY CHILD MUST RETURN THIS SHEET TO SCHOOL NO LATER THAN FRIDAY, AUGUST 25, 2023.