2026-2027 Student/Parent Handbook & Policy Manual

Jim Silcott- Principal
40 E. Dominion Blvd
Columbus, OH 43214
Phone: (614) 267-4535
Olpcolumbus.org

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Changes from Last Year are Highlighted in Yellow.

Statements in this handbook are subject to amendment with or without notice. The school administration 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.

Our Lady of Peace School

Our Mission

Rooted in the teachings of the Catholic Church, we nurture a diverse school community, instill Gospel Values, and inspire lifelong learning.

Our Beliefs

1 Gospel Values encourage students to be disciples of the Catholic faith.

2 Our school recognizes the dignity of the individual by showing respect in both words and actions.

3 Diocesan Standards for student learning result in well-rounded learners rooted in Gospel Values.

4 Students think critically and ethically about our world with Catholic Social Teaching as a foundation.

5 Students participate in service-learning activities for social justice.

Parent/Student Agreement To Comply With School Policies___

Both parents and students are required to know all the information, policies, and regulations. These policies will be reviewed at the school, and parents are strongly encouraged to review this information with their children.

Acceptance of admission/enrollment to Our Lady of Peace School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by either the School Advisory Board or the administration. A statement indicating agreement by students and families must be signed by the fifth day of school.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

PRIVILEGE OF A CATHOLIC EDUCATION_____

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities.
In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extra-curricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals· must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the family may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school.

ACADEMICS

Standardized Testing

The STAR test will continue to be given in both math and reading a minimum of three times a year and parents will be notified of those results.

The ARK assessment will be given in religion in the spring and parents will be notified of the results.

All students in grades K-3 will take the Acadience Reading Assessment, a screening tool to help determine in what ways students need extra support in reading.

Standards Based Grading

The Diocese of Columbus mandates Standards Based Grading for all Elementary Schools in the Diocese in grades K-5. Grades 6-8 will receive traditional letter grades based on the standards.

Columbus Diocese Principles of Standard-Based Grading

- The primary purpose of report cards is to communicate to the student and parent what a student knows and is able to do based on the Diocesan Course of Study.
- The primary purpose of assessment and evaluation is to improve student learning.
- Grades should be accurate, meaningful, consistent, and supportive of learning.
- Grading and reporting are systems to support student learning at high levels.
- Grading must include enough information so teachers and parents can provide the appropriate amount of support for the student.
- The most accurate reporting systems are those that separate academic achievement from behavior reporting.
- Students deserve multiple opportunities to demonstrate what they know and can do after learning.
- Good reporting is based on good evidence from a variety of sources.
- Learning is a process and where students finish is more important than where students start or how long it takes them to get there.

E Exceeds the Essential Standard
The student exceeds the essential standard by consistently demonstrating an advanced level of

understanding and/or the ability to apply knowledge at a higher level.

The student independently synthesizes information and makes connections between concepts to apply the knowledge in new and unique ways or to apply the concepts to solve real world problems. An "E" can be earned at any time throughout the school year.

Teachers must give opportunities to all students to demonstrate this level of performance. Students should be strongly encouraged to try to complete "exceeds" questions. One suggestion is to embed the questions, not separate them out and label them "Extra Credit" or "Bonus".

In addition, some foundational skills may not have an "Exceeds." For example, once a student knows all the letters of the alphabet, there are no ways to demonstrate "exceeding" this standard.

Bike example – A person demonstrates the ability to do flips and tricks while riding a bike.

M Met the Essential Standard

The student has consistently mastered the essential standard taught and assessed.
A student earning an "M" demonstrates a consistent understanding of grade level expectations and concepts when assessed.

A student earning an "M" demonstrates content knowledge and skills by consistently demonstrating achievement of all the indicators that are linked to the essential standard.

An "M" can be earned at any time throughout the school year and indicates strong, excellent work at the grade level. The "M" is the goal for the grade level and should be celebrated.

Bike example – A person competently rides the bike without support.

W Working Toward Meeting the Essential Standard

The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.

A student earning a "W" has not yet met the essential standard but is progressing toward achieving the grade-level concepts and/or skills OR has been inconsistent in his/her demonstration of achievement of the indicator standards. The "W" is an indication of a student learning grade-level concepts and skills.

Bike example – A person frequently falls and needs adult support. The person continues to extend the time he/she is independently riding.

N Not Meeting the Essential Standard

Student has not demonstrated mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or are working below grade-level.

A student earning an "N" demonstrates a very limited amount of knowledge or skill as it relates to the essential standard. In most cases, the student is still learning previous grade-level

concepts and skills. The difference between a "W" and an "N" is in the grade level of the concept or skill that the student is working on. If a student is working on the grade-level essential standard but hasn't met it yet, he/she would receive a "W". However, if the student is working on previous grade-level standards, he/she would receive an "N".

Bike example – A person is riding a bike with training wheels or has just sat on the bike.

INS Insufficient Evidence
There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort.
There should be corresponding documentation on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.

***Modification**
Only for those students whose curriculum content area and standards have been modified based on Academic Support Plan, Services Plan or IEP Goals. This does not apply to students who only have accommodations.

Grading Policy
Every assessment that a student takes will be indicative of the student's degree of mastery of one or more of the Diocesan standards. Teachers can and will be able to grade assignments with averages (numbers) so that students and parents can clearly see what is mastered and un-mastered, correct and incorrect.

Communicating Progress on Daily Work and Tests
Grading and marking practices should be reflective of student learning and should communicate clearly what knowledge, skills and understandings a student has achieved, as well as where that student needs further support. Marks are the symbols given on individual assessments that are returned to students. Grades are the symbols that are used on the report card. Assignments designed to give information about student learning (information that teachers can use to design instruction and students can use to improve performance) should be marked to give a clear indication of what a student knows and can do and should include feedback to the student for improvement. Within this scope, a teacher has many choices on how to mark daily work, class assignments, etc. Kindergarten and 1st grade teachers often use stickers, and some teachers just give descriptive feedback with no marks. Sometimes teachers use something different based on the type of work (projects, formative assessment, summative). However, it is very important that feedback is included on formative assessments to facilitate student improvement. It is not necessary that every teacher in the Diocese use the same marks; however, it is important for the teacher to communicate to parents the meaning of the marks.
Other examples include:

- + or –
- Fractions such as 8/10
- Percentages ONLY when one skill or indicator is being assessed
- Rubrics- excellent tools for assessing and marking student work.
- 4-3-2-1 (Exceeding, Meeting, Working toward, Not Yet)

Formative versus Summative Assessments

A summative assessment will be the test, paper, or project by which the student will be judged for the quarter on a particular standard or standards. This can be compared to the final exam in high school or college. Other assignments will be either diagnostic or formative. Teachers will indicate to parents and students where grade appropriate which type of assessment is taking place.

Homework, tests, quizzes, papers, projects, classwork will still be graded, corrected, revised etc. These are all, in effect, formative assessments, practice for the summative assessment. But the final grade for the quarter will **not** be an average of all the student's work (With the exception of the middle school traditional report card). The student must show his or her degree of mastery of the standard being graded to receive a certain mark on the report card.

Although grades will primarily be based on the summative assessment, teachers may use their discretion at looking at the cumulative work of a student throughout the entire quarter as a basis for determining the grade. This might be the case if a student did poorly on the summative assessment, but the teacher sees evidence that the student's performance on the summative assessment is not reflective of his or her mastery.

Reporting to Parents

A report of pupil progress is given at the end of each trimester (3 times a year) in grades kindergarten through 8. In addition, interim reports will be communicated to parents midway through each trimester. The dates that report cards are available on-line are published on the school website and school app.. Parents may request a paper copy of the report card by contacting the office.

It is essential that teachers return work to students in a timely fashion and communicate said return to parents for all capstone assessments (summative) and as many formative assessments as possible. Parents have the right to ask for a copy of the corrected assessment by contacting the teacher if not returned to the student by the teacher.

Teachers must report progress to parents minimally once every two weeks by publishing their grade book on-line, or by returning assessments by hand. No parent should be in the dark about the progress of their student, but the parent must assume responsibility by regularly checking student book bags and reading on-line communication from the teacher and school.

All parents are invited to schedule conferences in the fall and winter. Parents should email their child's teacher to initiate a conference at any time that there is a concern.

Middle School Reporting of Assignments and Grades

All middle school teachers will regularly post assignments on your child's google classroom account. Please note that circumstances may alter smaller assignments, so students are highly encouraged to continue to write down assignments in an assignment notebook.

All traditional grades in middle school will be on a point value. For example, a teacher may have, during a trimester, 10 homework assignments worth 10 points each, three tests worth 100 points each and a project worth 200 points giving the student a total of 600 points. Students' traditional grades will take the number of points completed during the quarter and

divide by the number of points earned for a numerical grade which will be translated, at the end of the quarter, into a letter grade.

Teachers will post all grades in a timely fashion in Google classroom so that students and parents are able to check academic progress for each grade.
The following video will guide you through the process of seeing your child's Google classroom and grades:

https://www.youtube.com/watch?v=IgS-hoSIjnw

Homework as it Impacts Grading
Homework is valuable time for the student and parent to assess a student on his or her mastery of the standards.

Incomplete or missing homework, while not counting on the report card, is very important in the educational process. In middle school homework is part of the student's traditional report card grade so completion is important. In the younger grades the teacher will establish a policy for dealing with incomplete or missing homework.

Trimester Report Card in Middle School
Students will be graded traditionally with a letter grade (A, B, C, D, F) or a number grade from 100-0 for this capstone assessment. Quizzes, tests, projects, homework etc. will be assigned a point value. At the end of each trimester the total number of points earned will be calculated with the number of points total for the quarter for a traditional quarter grade (e.g. In math one quarter there is a total of 550 points. A student earns 480 points. 480 points divided by 550 points is 87% which is a grade of B.).

Students are asked to take the report home and give it to a parent or guardian. Parents and guardians will be notified by email that students are coming home with report cards. Arrangements will be made to get copies to parents living at a separate address.

Rationale for instituting the Trimester Report Card:

-Allowing for direct communication between the teacher and student on his or her progress in each subject for the quarter.

-Allowing for students and parents to see more specifically how the grades equate to future high school grades. Is an "M", for example on the report card equivalent to an "A", a "B" or even a "C". It is possible for a student to have mastered a standard on an average basis which might translate to a "C" in high school, or the student could have mastered it to a higher degree.

-To introduce the students in middle school to the grading system that is used in high school.

-There will be only one grade per subject on the Trimester Report while the Standards Based Report Card may have more than one grade on it.

Explanation of Calculating G.P.A.

1 CREDIT CLASS	.5 CREDIT CLASS
A 4	A 2
B 3	B 1.5
C 2	C 1
D 1	D .5
F 0	F 0

¼ CREDIT CLASS
- A 1
- B .75
- C .5
- D .25
- F 0

Grade Point Average (GPA) is determined by the grade point value (see above) divided by the number of credits taken.

Students failing one or more classes or receiving 6 or more Tiger Tribulations per trimester are not eligible for honor roll.

Recognition of Student Achievement in Middle School
To encourage students to do their best the honor roll is a result of the Traditional Report Card G.P.A.

Summa Cum Laude: 3.90-4.00
High Honors- 3.50-3.89
Honor Roll- 3.0-3.49
Effort Role- A student does not meet the above G.P.A but the middle school faculty feels that the student has made significant improvement from the previous trimester.

A student who fails a class, regardless of its credit value, is ineligible to achieve Honor Roll. A student may not have received any detentions or suspensions in order to be eligible for Honor Roll.

St. Thomas Aquinas Young Scholar Award
Students in third, fourth and fifth grades are eligible to receive the following award at Honors Assembly:

-Meeting or exceeding all standards on the report card.
-No major disciplinary issues during the quarter.
-Student has successfully demonstrated his or her ability to go beyond the curricula in ways outlined by the teacher.

Students in grades 3-8 who achieve the above awards will be recognized at donuts breakfast each trimester.

Access to Student Records

Custodial parents and/or legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school or limit of access to children, records, or other information.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights, as determined by the school administrator.

School administrators are not to offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc. Administrators are to take a neutral position in all conflicts of this nature. If a school official receives a subpoena to testify, contact the Office of Catholic Schools, which will then work with Diocesan legal counsel.

Homework

The four major purposes of homework are:

1. An extension of class work - to practice and reinforce skills or concepts introduced in the classroom.
2. Preparation for class work - to prepare for in-class discussion or experiments; students are often asked to read or study materials.
3. Enrichment - to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression.
4. A basis for developing responsibility - to encourage self-discipline, to establish good study habits, and to motivate students to want to learn more.

Homework assignments should be available on a regular basis online. Your teacher will indicate where and how to access. Middle school students' assignments will be on Google classroom.

Homework assignments may include memorization, practice exercises, outside reading, research, art projects, or family activities.

Homework is the responsibility not only of the student, but also of the parents. Parents are not expected to do the work for the student, but their guidance and support are needed to see that the student has enough time and a suitable environment in which to do assignments. It is helpful to check homework on a regular basis to encourage quality work and provide the parents with information regarding curriculum areas.

If a student repeatedly tells parents that he/she has no homework to do, it would be advisable for the parents to check with the teacher. Parental interest, encouragement, and cooperation will surely help the student to feel successful and proud of his/her completed assignments. It would be ideal on school nights for students to begin the habit of scheduling a study time

whether there is assigned homework.

Time allotments for various grade levels are not specified because of consideration for individual ability and rate of performance. Parents who are concerned about "too much" or "too little" homework should contact the teacher(s) involved.

If failure to complete homework becomes a chronic problem, parents may be contacted by the teacher to plan additional intervention (i.e. contracts, parent signing homework pad, etc.). Chronic problems in completing homework may be perceived and treated as an academic and/or behavior problem. In middle school unfinished or missing homework will be a part of the student's academic grade.

Admission Guidelines (From Diocesan Policy):

All Catholic preschools, elementary schools, and high schools are open to students who sincerely seek a Catholic education and meet the requirements listed below.

1. No person shall be admitted as a student in any Catholic school unless that person and his/her parent subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and of the Diocese.
2. Whether the student is Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.
3. No student shall be admitted to any Catholic school unless he/she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
4. A Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all applicants. Decisions on enrollment may be made based on these constraints.
5. No student shall be admitted to a Catholic school if there is a financial debt of any amount owed to another Catholic school, inclusive of schools within the Diocese of Columbus and schools in other dioceses.
6. Students shall not be denied admission to a school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.
7. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholics students. The information on the birth and baptismal certificates shall be entered on the permanent office record in the proper place, but only when verified by the official document.
8. A child entering kindergarten must be five years old on or before August 30. However, exceptions may be granted by the local school based on a locally determined readiness evaluation.
9. A student entering first grade must be six years old on or before August 30. No child shall be admitted to first grade who has not successfully completed kindergarten. A waiver from this requirement may be granted only by the receiving school and will be based on a locally determined readiness evaluation. 10. Each Catholic school retains the right to set local

admissions standards, policies, and procedures in addition to those specified by the Diocese. The admission policy for each school should be made public and clearly stated in the local Family Handbook.
11. A copy of the Family Handbook is given to new applicants, either in physical or digital form. Parents are to acknowledge in writing (in either physical or digital form) that they have read and agree to adhere to the policies and regulations therein.
12. Annually, the pastor and/or principal shall review each student's continued eligibility for re-enrollment in the school.

Priorities for Acceptance – Elementary Schools In the acceptance of students to elementary schools, the priority shall be as follows:

1. Children from families registered at and actively involved in the sponsoring parish(es) a. children with siblings currently/previously enrolled, b. children now reaching school age, c. children from families newly moved into the parish whose children have been in Catholic schools where such were available.
2. Children from non-participating, Catholic families residing in the parish boundaries with siblings currently or previously enrolled in the school.
3. Students whose families are active, practicing members of Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church (for example, the Maronite, Syro-Malabar, Ge'ez, Chaldean, and Byzantine Catholic Churches).
4. Children transferring from other Catholic schools: a. from parish schools that are closing b. from parishes not offering full K-8 programs c. schools with a waiting list
5. Children of other, non-Catholic faith traditions.

Admission- Child Custody
The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to the student through the registration process or upon acceptance.

Any child custody order or decree changes pertaining to a student's enrollment must be provided to the school, in hard copy, within two weeks of a court's decision. It is the parent's responsibility to notify the school of any change in custody status and to provide documentation promptly.

Admission- Transfer Students

Local schools shall develop a policy and procedure to determine the internal process for the admission of transfer students which include the following:

1. A permanent record or transcript from a school chartered by the State of Ohio is required for all Ohio transfer students.
2. A permanent record or transcripts from a school recognized by the state of origin. These are subject to review by the principal prior to admission and placement.
3. Within twenty-four hours of the student's entry into the school, a school official shall request the student's official records from the elementary or secondary school the student most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen days of the date of request, or the student does not present a certification of birth or

comparable certificate or certification from another state, territory, possession, or nation, the principal or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.
4. The schools of the Diocese of Columbus do not grant credit for home-schooled students. Therefore, the student must first be evaluated by the public school district to determine grade placement prior to admission.
5. Students from outside the schools of the Diocese shall be assessed through the STAR screening process in math and in reading prior to admittance. Students transferring from another school in the Diocese shall have their STAR records available to the receiving school for assessment.
6. Any new student must be interviewed by the principal or assistant principal before admission is granted. Students in grades 3-8 are required to spend a day shadowing his or her grade. Kindergarten students are accepted according to a screening process, usually held in the spring each year.

Admission- Non-Catholic Students

Recognizing the unique role of the Catholic school as an agency for carrying out the educational mission of the Church, Catholic schools are designed for Catholic students whose parents express a desire for the Catholic school's program and environment. However, the Diocese recognizes that schools are open to students of other faith traditions.

In accepting students of other faith traditions, Catholic schools shall be directed by the guidelines for admission contained within diocesan regulation. Since the Catholic school is defined by its religious character, enrollment in a Catholic school assumes involvement in the religious life of the school. Therefore, students of other faith traditions shall participate in religion classes, attend liturgical and prayer services, and take part in the school's program of service. However, such participation shall not belie the fundamental religious principle of the individual person's freedom and dignity. Students shall participate in the religious life of the school. How they will participate, must be made especially clear to parent(s)/guardian(s) and students at the time of registration. During the pre-admission interview, parent(s)/guardian(s) and students should be informed about the school's mission, beliefs, programs, and expectations for parent(s)/guardian(s) and students.

Admission- Non English Learners

A principal shall evaluate on a case-by-case basis whether or not the Catholic school can successfully meet the needs of children who are English Language Learners. If the school can offer education to meet the language needs of the student, then the school should offer the opportunity of a Catholic education. The student should be considered for admission to school on the same basis as any other student applying for admission.

Upon admission, the student should be:

- Screened/assessed to determine language proficiency
- Assessed for Title III support services
-Appropriate instruction
- Textbook support
-Follow TESOL (teaching English to speakers of other languages) strategies

An English Language Learner's instruction should follow the Ohio English Language Proficiency Standards for Limited English Proficient Students document as adopted by the Office of Catholic Schools.

Admission- Students With Special Needs

Parent(s)/guardian(s) who have a child with a disability should be afforded the opportunity to have a Catholic education for their child. A principal shall evaluate on a case-by-case basis whether or not the Catholic school can meet the needs of the student. If the school can make reasonable accommodations to meet the student's needs, then the school should offer the child the opportunity of a Catholic school education.

"A person with a disability is any person, who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment." (Americans with Disabilities Act, 1990).

Our Lady of Peace School Guidelines for Admission:

Annual Registration
General registration will begin for new families beginning at our annual Open House in November. Registration will be considered complete after all required documents and registration fee are received. A $200 registration fee per family is required which is non-refundable. Registration is done on-line through our website.

Registration Materials
The following information is required at the time of registration:
-Birth certificate (copy only)
-Baptismal certificate (if Catholic) (copy only)
-Recent report card for students entering grades 1-8
-Custody papers if parents are separated or divorced
-Questionnaire completed

ALLERGIES

Our Lady of Peace School strives to provide a safe environment for students with life-threatening allergies. Parents should notify the school nurse and homeroom teacher of any life-threatening allergy on or before the first day of each school year or as soon as an allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign, and return an "Allergy Action Plan" specific to the student with life-threatening allergies. The school nurse will review all allergy information provided by the student's parents and physician and share this information with the appropriate teachers and staff.

Parents will provide the school with the medications prescribed in the "Allergy Action Plan". Medications will be kept in the nurse's office or with the student as specific needs dictate.

The parents of a student with a life-threatening food allergy will provide a supply of "safe" snacks for use by their child. Parents of children with life-threatening allergies are responsible for notifying bus transportation providers with information regarding their child's allergy. Teachers and staff will attend training annually regarding life-threatening allergies.

A "nut-free" table is available daily in the cafeteria for those students/parents who choose to make use of it.

ARRIVAL AND DISMISSAL

Students should not arrive at school before 7am and should leave for home promptly at 2:40 PM or when buses depart unless they are in the After- Care Program. The school day officially begins at 7:55. **It should be noted that morning prayer, which begins at 7:55, is an essential and important part of our school day. Every effort should be made by parents driving and/or students walking or bicycling to school so that students are in line ready to pray by 7:55. Students who arrive after 7:55 are considered tardy and will be recorded on the report card. Middle school students will receive a Tiger Tribulation after three tardies per quarter.** Prayer is held in the parking lot during nice weather and in the gym at other times. Parents are welcome to join us for prayer at any time. In addition to prayer, we will do the Pledge of Allegiance, celebrate birthdays, and make school wide announcements. We will end this short morning assembly with singing.

No student may stay after school unsupervised to wait for sports practice, club meetings, scouts, etc. without prior communication with the principal.

Students being driven to school should follow parking lot procedures as signage indicates. Students being picked up after school should park in the lot before 2:35 and then wait in their cars until the red flag is lowered. In the event of inclement weather, we will send out text communication and display a yellow flag. Parents and guardians should walk to the gym doors and students will be dismissed to their parents from the gym.

Parking on Dominion Blvd. for drop-off or pick-up is discouraged because of safety. If you insist on parking on Dominion you are expected to walk to the side door to retrieve your student for their safety. Be careful not to obstruct driveways and **do not park at the bank/dentist building on the corner of Dominion and High St. You may not park across the street from the school where the buses line up on the school side of the street.**

All students will be dismissed at 2:40 through their designated back or side door.

Bus students are dismissed at 2:40 through the front doors

In the interest of safety, no ball playing, games of tag or play on the playground structure will

be permitted in the morning.

All parents or family members picking up students must be aware of and follow drop-off and pick-up procedures in order to maintain a safe environment.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop by the school bus driver.

ATTENDANCE – TARDINESS

Regular attendance is essential to a student's success in school. **Students who arrive after 7:55 are considered tardy and will be recorded on the report card. Middle school students will receive a Tiger Tribulation after three tardies.** When a student is unable to attend school, parents ***are required*** to call in or email the office (olp@cdeducation.org) by 9:00 AM. Parents should give the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student's absence. Absence for more than two hours will be recorded as a half-day's absence. If a student is absent from school for any reason for more than a total of 28 days, the student may not receive credit for that year at the discretion of the principal. Students on Ed Choice with more than 20 unexcused absences will forfeit their scholarship according to State guidelines.

The following list of circumstances are the only recognized excuses for school absence:

- personal illness
- family illness
- death in the family
- religious holiday

In the event of an absence, the student is expected to make up any missed assignments. Generally, the school allows the same number of days to make up work that the student was absent. Within the limits of a student's maturity, it is his/her responsibility to obtain, complete, and return to the teacher any work missed due to absence. The preferred method of obtaining missing assignments is to go on FACTS or email the teacher directly. Parents may pick up daily assignments in the office between 2:30-3:00 PM. If you will be picking up your child's work, please notify the office in the morning. No classroom is open after 3:30 PM, Monday-Friday. Please remember that all assignments, especially in the middle school, are posted online in Google classroom.

If there is a planned absence (vacation, etc.), the parent is required to give advance notice to the school. Students are also to bring a written excuse upon return to school. This note is to explain the absence and must be dated and signed by the parent or guardian. The practice of taking students out of class for a prolonged trip is, of course, something that is beyond our control since such a practice is the decision of the parents of our students. We believe that regular attendance is an important part of our educational program because the lesson taught follows a progressive course of studies. If you wish to take your child out of class for whatever reason, please do not ask for work to be given while the child is out. Good teaching demands that one change with the needs of the class, thus what a teacher has planned for a given week is not always accomplished. We will be happy to provide make-up work upon the

return to school but will not give work in advance of it being taught. A consistent problem with unexcused absences will call for disciplinary measures.

Excessive Tardiness
Excessive tardies or unexcused absences may subject the student to being withdrawn from the school. Please see the principal if there is some special circumstance which is preventing your child from coming to school late or not being at school on a consistent basis.

Doctor and Dentist Appointments
Students are encouraged to make every effort to schedule doctor or dentist appointments outside of school hours. However, if this is not possible, students will be excused for these special appointments.

If a student has an appointment during school hours, a written note must be brought to the office in the morning. The note must indicate the person who will be meeting the student. This person must meet the student in the school office and sign the student checkout sheet. Students and their parent/chaperone must again report to the office upon returning to the building. If the appointment is before the student comes to school, notification of this late arrival is requested the day before.

AUXILIARY SERVICES

Through Auxiliary Service Funding, Our Lady of Peace School provides a supportive reading/math program, speech/language therapy, and school nurse services. All the programs are available to students in grades K-8. Requests for these services may originate from the parents, teacher, and/or administrator, but must follow the due process required by the supervisory agency, Columbus City Schools.

BAND

Students interested in band may begin participation in fifth grade. For middle school, band class will be during the student's study hall.

There is an additional fee of $395 per year to take band and to rent or buy an instrument. This fee can be added to FACTS tuition. Band fees must be current within one month in order for the student to remain in the band program.

Mr. Mike Renzi, the Bishop Watterson Band teacher and Director, teaches the band classes.

BUS CONDUCT/SAFETY

Students are to ride home on their assigned route. While some districts will transport other students with an approved note, not all of them follow this procedure. It is best to contact the school office or talk with the bus driver directly to verify whether a child can ride home with another student. In the case of riding home with another student, a note with permission of the school administration is required. The public district providing transportation has final say on all bus related transportation.

Students riding school buses shall:

- Always obey and cooperate with the bus driver promptly and respectfully.
- Observe the school district's Code of Conduct on the bus.
- Turn into the bus driver a medical emergency card within a reasonable time. Proper steps will be taken to collect, store and use emergency medical information cards for each student on the bus.
- Arrive at the bus stop 5-10 minutes before the bus is scheduled to arrive. Buses are on a time schedule and will not return for the late students before or after school.
- Not behave at the bus stop in a manner which may threaten life, limb or property of any individual. When getting on or off the bus, students must cross the street or highway only when the driver has signaled that the way is clear. Students must always remain visible to the driver.
- Wait for the bus to come to a complete stop before attempting to get on the bus or before getting up from your seat to get off the bus.
- Go directly to an available or assigned seat. Do not stand. Students may not change seats without the driver's permission.
- Remain seated, always keeping aisles and exits clear.
- Not put any part of the body out of a bus window. Please do not open or close the windows on the bus without the driver's permission.
- Always talk quietly. At railroad crossings there is to be NO talking.
- Do not use profane language.
- Do not eat, drink, spit or litter on the bus.
- Do not throw or pass objects on, from, or into the bus.
- Carry on the bus only objects that can be held in their laps.
- Do not bring animals, dangerous materials or objects onto the bus.
- Do not damage the bus in any way. If you damage the bus, you will be responsible to pay to have the bus repaired. Report to the driver any damage you find.
- Observe rules regarding radios, tape players, CD players and other electronic equipment. This equipment is restricted on all buses.

It is a privilege to ride the school bus. This service is provided to the students through the public-school districts.

Discipline on the School Bus

Student behavior on the bus is critical to the safety of all passengers.
Upon referral by the bus driver for bad conduct the principal has the right to suspend the student from riding the bus for a period of time. In addition, school penalties may apply. We cannot prevent the School District from applying additional bus riding consequences including permanent dismissal from riding the bus.

CAFETERIA

The same general rules for behavior apply in the cafeteria as in the classroom.

- Students are to behave in line and keep hands to themselves.
- Students are to observe good dining room standards at the table.
- Students are to report to the eating area to which they are assigned.
- Students may leave their table ONLY when excused and when all "trash" around their area has been properly cleaned.
- Students are to remain seated until dismissed by the teacher/staff member on duty.
- Conversation should be carried on with those at the same table and in a moderate tone. Students should not exclude others.
- If a student spills something, he/she should clean it up. If it is too much for him/her, the student should report it to the adult on duty.
- Students should not go back to their classroom during lunch or recess time unless they have permission from a teacher.

****FOOD MAY NOT BE EATEN OR TAKEN OUT OF THE CAFETERIA AT ANY TIME.**

Parents, grandparents and siblings are welcome to come and eat with their children on special occasions and may bring lunch for them. Please notify the office and their teacher ahead of time. If they wish to be included in the lunch count, please notify the school office by 9am.

No student will ever be denied a meal but excessive charges of $25 accrued by a family will result in providing children with a simplified lunch until arrangements are made.
If a child forgets his lunch and the academic day has begun (8:30 am), he will be given lunch from the cafeteria and their account will be charged. If they have exceeded the $25 limit, they will be given the simple lunch option.

Lunch prices are as follows:

Daily Rate -	Individual lunch (Students K - *8th*) - ***$3.50***	
	Extra Entrée-	$1.75
	Extra Side-	$1.25
	Reduced Lunch (Qualified Families)	$2.50

Lunch Announcements and the Lunch menu are available on FACTS.
Payment for cafeteria is through FACTS only.
When the cafeteria is closed due to festival preparations or planned cleaning, students must pack their lunches. No outside lunch deliveries are allowed during the school day. If a student forgets their lunch, the school will provide a simple lunch of a peanut butter and jelly sandwich and an apple.

Cafeteria Volunteers
Parents are encouraged to volunteer to help in the cafeteria. This counts toward the volunteer

hours that every parent must commit to yearly.

Lunch Schedule

Grades K,1: 11:05
Grades 6,7,8: 11:40
Grades 2,3: 12:05
Grades 4,5: 12:30

CANCELLATION OF SCHOOL

Please note that we close as a school only when you are notified by us that we are closed. Most, but not all the time, if Columbus Public Schools are closed, we are as well. If, on the media, it says that "Columbus Catholic Schools" are closed, then we are closed.

As always, it is your decision as a parent as to whether driving conditions from your home to school warrant keeping your child home.

CHANGE OF ADDRESS/TELEPHONE/EMAIL

It is very important that every student maintains an up-to-date address and telephone number record at the school office and on FACTS. **Notify the school immediately if you have a change of address, email address, home telephone number, or cell phone number during the school year.**

CHILD CARE

Our Lady of Peace School offers a childcare program to students. The daily hours of operation are Monday-Friday from 2:40-6:00 PM. Our Lady of Peace's Child Care Program follows the Our Lady of Peace School calendar and is open when school is in session. If school is canceled at the beginning of the day due to inclement weather, Child Care is closed. The staff will be present if school is dismissed early.

CLASSROOM AND BIRTHDAY CELEBRATIONS

Families interested in providing treats for the class on a child's birthday should focus on simple healthy snacks or desserts that are small in size. Our academic schedule does not allow

time for elaborate parties and activities. Families should also keep in mind any health-related concerns/allergies of classmates. Letting the teacher know in advance is appreciated.

A birthday is an opportunity for a student to celebrate his/her special day.

- Students' birthdays will be recognized at morning prayer. Summer birthdays will be announced on the same date as the child's birthday during May morning prayer.

Other ***optional*** means of celebrating outside of a classroom treat could include:

- Parents could make a donation to a service organization in the name of the student. Examples include: The Clintonville Community Resource, Furniture Bank of Mid-Ohio, Catholic Social Services, etc. or possibly to the OLP Tuition Assistance Fund.

- Students could provide a classroom gift, such as a classroom game, a playground ball, or something from the classroom wish list.

- Students could bring a non-food treat for their classmates on their birthday. Examples: pencils, fun erasers, stickers, small coloring booklets, bookmarks, small key chains, magnets, etc.

- Students are invited to participate in the Birthday Book Club. For a donation of $10.00, a new library book will be purchased. The student's name and birth date will appear on a special bookplate placed in the front of the book, and he/she will be the first to check out that book. This is a wonderful way to honor your child on his/her birthday and to share the enjoyment of reading with others for years to come.

Please be advised that these are just suggestions and none of the above is necessary or required.

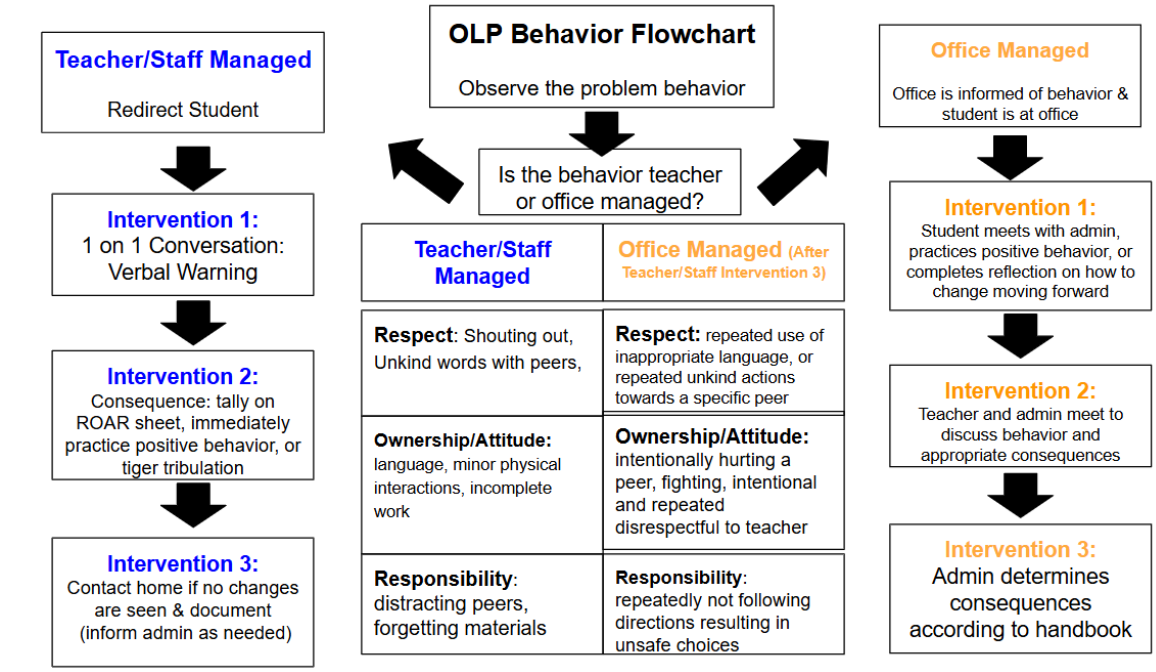
Students must seek permission from the teacher for distribution of invitations to home parties. These may be distributed in school only if ALL students will receive an invitation. In the case of a party for only boys or only girls, ALL boys or ALL girls must receive an invitation in order for those to be distributed at school.

CLASS OBSERVATION

Parents and prospective parents are welcome to observe classrooms by contacting the school office. Parents are asked to be mindful of the teacher and students during the observation and not be disruptive of learning taking place.

CODE OF CONDUCT K-8

General Code of Conduct



Teachers and staff have the authority and responsibility to maintain discipline in the classroom. The following is Our Lady of Peace's Code of Conduct:

The purpose of Our Lady of Peace's Code of Conduct is to create a Christian atmosphere, one of respect for human dignity and responsibility, as well as to provide order and generate self-control. Each person is expected to do his or her part to bring about this climate. Normal Christian conduct is always required of each child during the school day. Students are also expected to be good ambassadors of our school outside of the school day.

All students are to maintain appropriate conduct with respect to the following actions and any other rules found in the Our Lady of Peace handbook or designated by teachers, staff, playground and cafeteria workers, and bus drivers.

Examples of school-wide conduct includes the following:
-Obeying the directives of all adults in the building
-Observing the school dress code
-Walking safely in the halls and cafeteria
-No gum chewing in school or on school grounds
-Being honest in what we say and in what we do.
-Using respectful language and tone at all times
-Remaining in an assigned place in line
-Respecting one another

Within the classroom the teacher will develop with his or her students a set of class rules by which all students must adhere. The consequences of not following school rules will be discussed with the students and communicated to parents. These consequences may include:
-Verbal warning
-Telephone call to parent/guardian
-Conference with any or all of the following:
-Principal, teacher, parent/guardian, student
-Time out
-Loss of privilege

Serious (Major) Misconduct

The following are considered acts of serious misconduct and will not be tolerated at Our Lady of Peace:

-Fighting (defined as starting a physical confrontation with another student or adult or retaliating as a reaction to a physical confrontation that the student could have walked away from)
-Assault (defined as a student using any part of his or her body in anger against another student or adult without retaliation from the victim)
-Use or creation of inappropriate language, gestures, or depictions.
-Blatant disrespect of adults or fellow students.
-Bullying (see the Diocesan definition below)
-Conduct on social media that is in opposition to the mission of Our Lady of Peace School and Parish or could be considered bullying (see the Diocesan definition below).
-Sexual Harassment (see the Diocesan definition below)
-Stealing
-Destruction or defacement of school property or property not belonging to student.
-Use of tobacco, electronic methods of nicotine delivery, alcohol or illegal or non-prescribed drugs or medications.
-Blatant misuse of the internet including but not limited to the viewing or disseminating of inappropriate material while at school or on school issued computers.
-Violation of the Diocesan weapons policy (see Diocesan Policy below).
-Chronic disregard for the general code of conduct.
-Other offenses deemed serious by the principal.

Students who commit any of the above infractions or any infraction that, in the opinion of administration, necessitates that removal of the student from the classroom and/or school will be suspended immediately (see Diocesan suspension policy). It is preferable that the parent or guardian pick up the student as soon as possible but, in the event that the parent cannot be reached or cannot pick up, the student he or she will be placed in in-school suspension for the remainder of the day.

Suspensions are from a minimum of one day to a maximum of ten days.

At the discretion of administration, students may be allowed to serve an in-school suspension.

Administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.

4th - 8th Grade Discipline

The following disciplinary procedure will be in place. Note that major violations are subject to suspension and/or expulsion as outlined above.

Minor violations include but are not limited to the following:
-Morning tardy (3 tardies equal a violation)
-Tardy between classes
-Disrespect of the environment (not picking up after oneself).
-Minor disruption in the classroom.
-Arguing or talking back to the teacher.
-Chrome book not charged.
-Not bringing books/supplies necessary for class.
-Not engaging in class work/sleeping.
-Uniform violation.
- Cheating or using AI to complete a homework assignment

So that students can be made immediately aware, teachers will issue the student a **Tiger Tribulation Ticket**. Students are expected to take these home, but they will also be recorded in Facts under behavior with a copy emailed to the parent.

Three **Tiger Tribulation Tickets** results in one detention. The detention is to be served after school within a week of the third ticket. The student will be expected to do homework or may be asked to help around the school. The detention will last from the bell at 2:40 until 3:20. Bus riders must make arrangements to be picked up on the day of their detention. No detention will be served on the day of the third ticket. A student becomes ineligible for Honor Roll following the 3rd tribulation.

Some offenses result in an automatic detention, the equivalent of 3 tribulations. These offenses include, but are not limited to:

- Cheating on a summative assessment such as using AI to complete an essay. Presenting another person's work, or AI generated work, as your own constitutes academic dishonesty. This includes both deliberate and non-deliberate use of another person's work, or AI generated work.
- Using derogatory terms

At the issuance of the 6th ticket the student will be suspended for a minimum of one day and must attend a conference with the principal and parent(s). The student will remain ineligible for Honor Roll.

7th and 8th grade students who have served a detention due to 3 or more tribulations will not be able to attend the feeder school dances.

The counting of tickets resets to zero at the beginning of the trimester. However, students who continue to receive multiple tickets over the course of the year may be subject to expulsion.

Little Errors when repeated again and again have consequences!
Behavior Off-Campus (Diocesan Policy_

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following:
Electronic/internet or cell phone threats and harassment;
Threats of violence;
Alcohol use;
Fighting;
Hazing;
Drug possession or sale;
Sexual assaults.

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

Suspension (Diocesan Policy)

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below:
Suspension Procedures
1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.

3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.

4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time. An administrator's decision to suspend a student is a final decision.

Expulsion

The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Policy 5408; or d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school.

The following procedures shall be observed:

-A record shall be kept of the previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family.

-Except in extreme circumstances of crime, scandal, immorality, or disruption that constitute a threat to the physical or moral welfare of persons, a student should be suspended prior to expulsion.

-A conference shall be held with the parents, student, administrator, pastor, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.

-The final decision to expel a student rests with the administrator and pastor in a parochial school and, in a diocesan school, with the principal with the knowledge and consent of the superintendent.

-If the decision to expel is made, the administrator shall notify the parent/guardian and the superintendent in a written format clearly stating, "[student name inserted] is being expelled from [school name inserted]", and include the reasons for the expulsion within three (3) days the decision to expel the student is finalized.

-The administrator shall notify the parents of the appeal process within the written expulsion letter (Policy 5409).

-The principal shall properly document all expulsion cases involving the grounds, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.

-The student's permanent record shall indicate that the reason for transfer was expulsion.

-Consideration of admitting a student who has been expelled from a Catholic school will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of both the expelling school and the new school.

-Consideration of re-admitting a student who has been expelled from a Catholic school the year prior will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of the school.

Student Withdrawal on Grounds of Parental Behavior (Diocesan Policy)

Normally a child is not to be deprived of a Catholic education or otherwise penalized for

actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:
1. Refusal to cooperate with school personnel or
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook or
3. Interference in matters of school administration or discipline.
4. Public rejection of or public action contrary to the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.

The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced. If such effort does not correct the situation, then, after consultation with the superintendent, and, in the case of parochial schools, the pastor, the principal may require the parents to withdraw their child.
Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5407.

Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

Expulsion Appeal Process (Diocesan Policy)

An appeal of an expulsion shall be handled according to the following procedure:

1. When a parent or a student (18 years of age) believes that his/her rights under the handbook agreement with a Catholic school have been violated through the expulsion procedure, the person may submit a written appeal within three (3) days of the date of expulsion was placed in writing to the parent by the administrator. The written appeal must be directed to the superintendent in the Office of Catholic Schools with the following information provided:
a. The subject of the appeal
b. What rights and/or policies have been violated
c. Any factual data, other than hearsay, the person considers appropriate
d. The efforts that were made to resolve or correct the issue leading to expulsion
Only requests for appeal submitted in writing will be accepted. Phone calls will not be accepted.
2. Should the superintendent or his/her designee determine that a person's rights and/or a policy have been violated, he/she will investigate the appeal. He/she will review the materials submitted to the Office of Catholic Schools and may ask for further details. At his/her sole discretion, he/she may determine that a hearing would be appropriate, in which case he/she may hear the appeal alone or form a hearing committee. The decision of the superintendent and/or his/her designee in the Office of Catholic Schools, and, if applicable, the hearing committee, is final and binding and concludes the appeal process.
3. The appeal process is designed to support the Catholic Church's belief in subsidiarity and,

therefore, at no time during the appeal process or hearing committee meeting may the parent, employee, or student (18 years of age) have an attorney present.

Threats to Welfare and Safety

No student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

"Possession" is defined as a) physically holding and/or carrying a deadly weapon, weapon, or replica of a weapon, or b) the deadly weapon, weapon, or replica is under the control of a student whether it is located in a car, locker, backpack, or other location, or c) being under control of or belonging to the student while on the school grounds and/or participating in a school activity. Carrying, bringing, using, or possessing a deadly weapon, weapon, or replica on school grounds, when being transported in vehicles to/from a Catholic school, during a school sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited.

A deadly weapon, weapon, or replica is defined as: a) a firearm, whether loaded or unloaded; b) any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; c) a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife, or a pocket knife with a blade longer than three inches; d) any object, device, instrument, material, or substance – whether animate or inanimate – used or intended or threatened to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles, or any similar objects.

If a student is found to be in violation of the policy, a report will be made to local law enforcement. Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include: counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or other appropriate law enforcement agency; suspension from school; expulsion from school following suspension; and diversion programs.

However, expulsion without suspension is mandatory for the possession of a deadly weapon on school grounds.

Bullying

The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The Diocese expects students and parent(s)/guardian(s) who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Teasing behavior alone does not necessarily constitute bullying. Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment and the interventions and consequences are of another level.

Harassment Policy (Diocesan Policy)

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.
2. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is

verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, disability, or other protected characteristics.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

a. offensive sexual flirtations, advances, propositions; jokes;

b. continued or repeated verbal abuse of a sexual or gender-based nature;

c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance;

d. the display or circulation of sexually explicit or suggestive writing, pictures or objects;

e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;

f. graffiti of a sexual nature;

g. fondling oneself sexually or talking about one's sexual activity in front of others;

h. spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5. Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duty notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed

above.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment or expulsion in the case of a student
7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Filing of Harassment Information

1. The investigator must keep extensive notes of all aspects of the investigation.
2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion.
3. These notes must include verbal statements made by persons questioned and any written statements.
4. All of the above details must be summarized to include: a. how the investigation was conducted; b. what conclusion was reached and why; c. what action was taken; d. how, when, and to whom the conclusion was communicated; and e. notification of warning against retaliation.
5. All of the above is kept only in the investigator's file.
6. If no action is taken, nothing is placed in the personnel file or student file.
7. If an action is taken against the accused (i.e. warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is:
a. formalized by putting in writing,
b. a copy is given to the person or student against whom the action is taken, and
c. a copy is placed in the personnel or student file.
8. The Harassment Complaint Form and Administrative Summary Form can be found on the Office of Catholic Schools website.

COMMUNICATION

Effective and open communication helps to ensure the best working relationship between parents and school staff. A summary email is provided weekly on Friday afternoons highlighting important news and upcoming events along with volunteer assignments and openings.

Each Friday that school is in session a school newsletter, *The Friday Forget-Me-Not* will be emailed to parents and friends with timely information and Jim Silcott's weekly blog.

Students in grades K-8 will also bring home completed work. We ask parents to review this work.

All assignments and grades in middle school will be posted on the student's google classroom account and updated regularly.

DAILY SCHEDULE

Office Hours:	7:00 AM – 3:30 PM daily
School Hours:	
Grades K –8:	7:55 AM - 2:40 PM

DRESS CODE

The Dress Code Policy has been adopted by the principal, the faculty and staff and the School Advisory Board. This policy shall remain in place for five years and will be reviewed again prior to the 2027-2028 school year.

The purpose of the dress code is to minimize the influences that distract from the goals of the school while limiting competition among the students. The dress of our students should reflect the worth of and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste.

Boys Uniform: K-8th

Dress Pants: Navy These must be a cotton-like material with no elastic around the ankles. No performance athletic pants.
Uniform Shorts optional: Navy. First day of school through October 31; April 1-last day of school
Button Down Oxford: white, light, blue; short or long sleeved
Knit Polo Shirt: white, light blue, gray, navy blue. Short or long sleeved
School uniform fleece with school logo (optional)
Three quartered zip pullover or vest with school logo (optional)
Sweater optional: navy either V neck or crew
Socks: Students must wear socks. Color and style are up to parents.

Girls Uniform: K-8
Plaid Jumper: School plaid. Optional for grades 3-8.
Skirt: School plaid. Grades 3-8.
Dress Pants: Navy These must be a cotton-like material with no elastic around the ankles. No performance athletic pants.
Uniform Shorts optional: Navy. First day of school through October 31; April 1-last day of school
Knit Polo Shirt: white, light blue, gray, navy blue. Short or long sleeved
Button Down Oxford or Peter Pan Collar: white, light, blue; short or long sleeved

School uniform fleece with school logo (optional)
Three quartered zip pullover or vest with school logo (optional)
Sweater optional: navy either V neck or crew
Socks: Must be worn unless the student is wearing tights or leggings. Color and style are up to parents.
Tights or leggings: Navy, white, black or gray only under a uniform skirt or jumper.

Gym Uniform: K-8

-Grades K-3: Normal school uniform. Girls should wear shorts under skirt/jumper on gym day.

-Grades 4-8: Appropriate length. navy mesh uniform shorts with school logo, and solid gray performance wear shirt with school logo. During winter months, students have the option to substitute a solid gray or solid navy sweatshirt with school logo, as well as solid navy sweatpants with school logo. Students in grades 4-8 will wear their gym uniforms to school on P.E. days rather than change (*Note* All P.E. uniform pieces can be purchased at School Days with the regular uniform. Information will be available on FACTS).

Gym Schedule for 2026-2027 School Year:
Grade 4: Wednesday, Friday
Grade 5: Thursday, Friday
Grade 6: 6A - Monday, Friday 6B Thursday, Friday
Grade 7 & 8: Students should consult their personal schedule.

General Information for Uniforms

Note: For all grades, only solid white undershirts may be worn under white shirts**. Long sleeve undershirts may not be worn under short sleeve school shirts.**

Shoes: Tennis shoes are encouraged as students are often engaged in active play during physical education class and recess. Tennis shoes of any color are permitted. No flashing or light-up shoes, wheeled shoes, or any other type of distractive embellishment are permitted. Excessive heels, sandals, flip-flops, etc. are never permitted. Brown or Black dress shoes are permitted on non-gym days.

*Boots may be worn to and from school in inclement weather only. Uniform shoes must be worn during school hours.

*Shirts must be tucked in at all times.

Outwear Use inside the School

Students must remove all coats, non-uniform sweaters, sweatshirts, or any kind, including Our Lady of Peace spirit wear except for spirit days as indicated below) when inside the building and for Mass.

If OLP wear has a Tiger on it, it is considered Spirit Wear. It may be worn to and from school and at recess but not in the school building. Any outerwear with the "Our Lady" logo can be worn as part of the uniform.

Spirit Wear Days

On the second and fourth Tuesday of each month, students may wear the following:
-Our Lady of Peace spirit wear (Tiger clothing)
-Uniform jersey top.
-Generally, students must wear their school uniform (pants for boys; skirts or pants for girls) with their spirit wear. Exceptions will be noted on the school website and school app..
-Dates for spirit wear are in the school calendar

Suppliers

Girls' and boys' uniforms are available at the following locations:

School Days
73 N. Stygler Road
Gahanna 43230
614-476-4104

Although the school does not make it mandatory that all the uniform items, with the exception of physical education uniforms, be purchased from School Days, it is strongly recommended that parents use the school's suppliers for all their uniform needs. This will allow the students to strictly comply with the school's Dress Code. Their prices are competitive compared with large retail stores.

-Uniforms are required from the first day of school through the end of the school year.

-Organizational uniforms (Cub Scouts, Brownies, etc.) may be worn on meeting days.

-Middle School girls can wear natural looking make-up and clear lip gloss.

-Our female students may have their nails polished. Artificial/acrylic nails that are modest in length and style may be worn.

-Girls may have no more than two earrings per ear. Earrings are to be simple and small. Post type only (no hoops or dangles of any size or kind). Boys may not wear earrings. Excessive jewelry that becomes a distraction is not permitted.

-Good grooming is expected.

- If students highlight or color hair, it should remain a natural looking color

-Administration will make the final decision concerning any issue regarding hair.

-No tattoos of any kind.

-No body piercing of any kind (with the exception of earrings for girls).

-When applicable, 7/8th grade boys must be clean-shaven.

DRESS CODE VIOLATIONS:

Dress code violations will be handled according to the code of conduct. Repeated dress code violations will be considered a disregard for school rules and handled appropriately by administration.

SPECIAL DRESS DAYS

Eighth Grade- Students will be permitted to wear their school approved 8th grade sweatshirt once selected, ordered and delivered.

Spirit Days- Students will be allowed to wear their Our Lady of Peace spirit wear in school on two spirit days a month that will be announced on the school calendar each month. Spirit wear must be worn over the existing school uniform. Hoods on heads are never permitted inside the school. This will generally be on the 2nd and 4th Wednesday of the month.

Occasionally there will be opportunities for students to have a Special Dress Day. There are two different types of out of uniform days – dress down and dress up days. On special dress days we expect students to maintain our usual standards of appropriate dress and behavior.

Please refer to the following lists of do's and don'ts for special dress days.

DRESS DOWN DAY DRESS CODE

	Do Wear	**Don't Wear**
Shoes	Sneakers, loafers, dress shoes	Clogs, boots, flip flops, high heels, crocs, or any backless shoe
Socks	socks	
Pants	Jeans, sweatpants, capri pants	Leggings (unless a shirt or dress covers the butt) , sagging pants, over sized pants,pants with holes, or short shorts
Shirts	T-shirts, sweatshirts, golf shirts, and should be long enough to tuck in.	Muscle shirts, tank tops, halter tops, or shirts that show the belly

Make-Up/Hair/Accessories	2 earrings only (girls), one necklace or choker	Tattoos, body glitter, or paint, colored hairspray, no pant chains

Students who do not follow the dress down or dress up guidelines will call home for a change of clothes and be referred to their grade level's code of conduct.

DRUG, ALCOHOL AND TOBACCO POLICY (Diocesan Policy)_____

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. Vaping and e-cigarettes are included in this prohibition.

The schools of the Diocese of Columbus recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

For the purposes of this policy, "drugs" shall mean:
1. All dangerous controlled substances as so designated and prohibited by the Ohio statute (ORC §3719.011); all chemicals which release toxic vapors;
2. all alcoholic beverages;
3. any prescription or patent drug, except those for which permission to use in school has been granted;
4. anabolic steroids; and
5. any substance that is a "look-alike" to any of the above (ORC §2925.01-0).

Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term "drug paraphernalia" shall have the meaning set forth in the Ohio Revised Code. (§2925.14-A.)

Our Lady of Peace strives to prevent drug abuse and help drug abusers through education. School policy shall address prevention, intervention, treatment and disciplinary measures. The drug prevention program in schools shall:
1. Emphasizes the prevention of drug use;
2. Provides for a comprehensive, age appropriate, developmentally-based alcohol and other drug education and prevention program;
3. Addresses legal, social, psychological, and health consequences of drug and alcohol use;
4. Provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol.
4. The fifth grade participates in the D.A.R.E. Program through the Franklin County Sheriff's office each fall.

Violation of the drug and alcohol policy falls is considered a major violation under the Student Code of Conduct

EMERGENCY DRILLS

Fire drills and tornado drills are conducted regularly throughout the school year. Detailed escape plans are posted inside the door of each classroom.

During tornado drills, each class goes to a designated area within the building. All children sit with their heads covered and their faces toward a wall. For fire drills or other emergency procedures each class has an escape route to an outside area a safe distance from the building. Children are moved to those designated areas in less than 75 seconds in a safe, quiet, and orderly manner.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

If evacuation to another location is necessary, the students and teachers will proceed to pre-identified alternative locations. Parents will be directed to follow the instructions that will be shared through text. Additionally, if appropriate, local TV and radio stations will also broadcast necessary information.

The school is always in level one lockdown, which means that outside doors are locked, and visitors must come to the front door for access to the building. Teachers should ordinarily have their doors open to the hallway but keyed so that they are locked upon closure.

Level two lockdown is when there is a situation in the neighborhood but not on our grounds that may necessitate students not being able to leave the building for recess, or even dismissal.

For a level three lockdown where there is an intruder on campus or in the building, teachers are instructed to close their locked doors and stay quiet in their classrooms with their door windows covered or students out of the line of sight of the hallway. **It should be noted that we depend on the adults in our building to act quickly and appropriately in such situations so that they may make the best decision possible for the students in their care. This may include evacuation, barrier building inside the door or other measures. There is a phone for communication in every classroom.**

If students are outside the building at the beginning of a level two lockdown students will be instructed to come immediately inside the building. If students are outside for a level three lockdown, then the adults who are with the students outside will take the most appropriate measure to keep their students safe. This may include coming into the building or fleeing the property to a designated safe spot. Students will be trained on this procedure during our first week of school.

All the above measures would not be possible unless parents help to communicate to their children that they must do exactly as a staff member tells them to do during any emergency. We do not wish to frighten our students, but we want them to be prepared. We pray that one day these extreme and unfortunate measures will not be a part of students' experience in schools.

FIELD TRIPS

- Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

- Parents will be asked to sign permission slips indicating that they will permit the child to join the class in this educational tour. Children having no written permission slip will NOT be allowed to accompany the class.

- Parents will occasionally be asked to act as chaperones for small groups. Parent chaperones will be required to have a BCI & FBI fingerprint check and must have attended *Protecting God's Children* training sessions.

- Fees for these field trips will sometimes be covered by the Home and School Association thanks to their annual family dues and fundraisers. As a result, all families are expected to participate in the fundraisers and must pay the family dues each year.

GRADUATION

A Mass that incorporates graduation is held at the end of the school year for students who have successfully completed grade 8.

HEALTH

Emergency Medical Cards

Each student is required to have a new emergency medical card on file in the school office at the beginning of the school year. It is the responsibility of the parent/guardian to keep the information on the card current throughout the school year. Parents will also complete a small emergency card to be kept by the teacher for times that the class leaves the building. Changes to these cards should be sent to the nurse's Office.

Health Forms

Each student's health file must contain the following forms:

1. Health History – signed by parent or guardian
2. Immunization Record – signed by parent or health care provider; ***due by 15th day of school year of admission***
3. Physician Form – signed by physician
4. Dentist Form – signed by dentist.

Health forms should be submitted as part of the enrollment process.

Illness or Injury

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. A child with a temperature greater than 100.0 degrees (oral) will not be permitted to return to the classroom. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted and 911 will be called. An emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor must be on file at the school (on the Emergency Medical Card.)

Sick Policy

Students who are ill should be kept home to help control the spread of germs. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families.
Please follow the guidelines below to help keep our school safe and healthy:

1) Please report to the SCHOOL NURSE / OTHER STAFF MEMBER if your child has a communicable disease. Children are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for parent or guardian.

2) If your child shows these signs of illness, they must remain home (or will be sent home from school):

- Fever - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.
- Diarrhea, stomachache and/or vomiting - The student must remain home for 24-48 hours after stomachache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
- Difficulty breathing - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
- Severe Sore Throat - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
- Loss of Taste and Smell - Student should seek medical evaluation.
- Uncontrolled cold symptoms interfering with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose) - Student should stay home until symptoms are improving and he or she can participate in class.
- Other symptoms - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a child becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

Immunizations

Ohio Law requires each student to demonstrate compliance with immunizations requirements via medical documentation. All students must provide a record of immunization compliance to their school by the 14th day from the first day of attendance. If no immunization record was provided when the student registered, a record must be submitted to the school showing compliance by the 14th day of school to avoid exclusion as required by Ohio Law.

Reporting
Annually by the 15th of October, the school shall report a summary, of the immunization records of all initial entry students in the school to the Department of Health. Exemptions:
1. A pupil who has had natural rubeola, and presents a signed statement from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against rubeola.
2. A pupil who has had natural mumps, and presents a signed statement from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against mumps.
3. A pupil who has had natural chicken pox, and presents a signed statement from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against chicken pox.
4. A pupil who presents a written statement of the pupil's parent or guardian in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized.
5. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

All non-medical vaccine exemptions are reviewed by the principal and approval will be made on a case by case basis for admittance to school. The state exemption form needs to be completed.
Please see ORC 3313.671 for further information as to exceptions to immunization requirements.

Tuberculosis (TB) Requirements

All new students to the school who have spent more than 30 consecutive days in a TB endemic region within the past five years or who were born in a TB endemic region must also present evidence of a negative Tuberculin (TB) test before they can attend school. The TB test must have been completed within the past year in the United States. Current enrolled students who spend 30 or more consecutive days in a TB endemic region will also be required to have a negative Tuberculin (TB) test before returning to school.

Important Notes:

Vaccine should be administered according to the most recent version of the Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger or the Catch-up immunization schedule for persons aged four months-18 years who start late or who are more than one month behind, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices.

Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the

minimum interval or age are not valid doses and should be repeated when age appropriate.

If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 and the Ohio Department of Health (ODH) Director's Journal Entry regarding school immunization requirements, recommended vaccines, and exemptions to immunizations. Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466 4643 with questions.

Medications/Medication Forms

If a student must bring medication to school, the following requirements must be met:

Prescription Medications

- Must be in the original container.
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- Must be brought to school by parent/guardian.
- A Medication Administration form, dated and signed by the parent and prescribing physician, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. Medication form available on the school website.
- Refrigeration is available.
- Medication will be kept in the Health Office.
- Prescription asthma inhalers and Epi-pens may be carried by individual students if the permission form is completed by parents and prescribing physician. Forms are available in the Health Office.

Non-Prescription Medications

Must be in the original container (pill bottle, cough medicine bottle, etc)*.

- Must be clearly identified as to the name and type of medication and dosage instructions.
- A Medication Administration form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions must accompany the medication.
- Medications will be kept in the Health Office.
- Students may carry 1-2 cough drops from home in their pocket. Additional cough drops should be kept in the health office.

*The school will not administer aspirin to students because of its connection to Reye's Syndrome. (Diocesan Policy #5141.0)

No medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office.

Nurse

The school employs a nurse through auxiliary funding three days per week. On the other day the administrative staff will oversee the nurse's office.

Returning to School After Illness

A student must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the student should not return to school until he has received at least 24 hours worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). Contact the nurse's Office for guidelines if uncertain.

Physical Examination
A physical examination is required by the Diocese for all incoming students. This examination should be a positive procedure to appraise the child's health, fitness for studies, and other activities as well as to discover illness or defects.

Tuberculin Skin Screening
It is no longer necessary to have any routine screening of school pupils including those pupils entering the system, unless it is required by the local Board of Health. This is true, with the exception of exchange students and students from countries with a much higher rate of tuberculosis than Ohio or the United States. Consult the school nurse for a current list of affected countries.

Vision and Hearing Screenings
Vision and hearing screenings are done on all new pupils without records from previous school and routinely in selected grades. If you receive a letter recommending further examination, please return physician's report to the school.

Scoliosis Screening
Students in grades 6, 7 & 8 will have their backs evaluated for detection for any curvature of the spine. If a curvature greater than 7 degrees is noted, a letter will be sent to the parent/guardian suggesting a physical evaluation by a physician.

Communicable Disease

- Report to your child's school office immediately if your child has a communicable disease, or has an eruption or rash on the body.
- Length of time your child must be excluded, as required by law, for the following diseases:
  CHICKEN POX - 6-7 days or until lesions are dry.
  MEASLES (Rubella) - 7 days from the first appearance or rash.
  MEASLES (Rubeola) – 5 days from first appearance of rash.
  MUMPS - 9 days or until all swelling is gone and child appears well.
  SCARLET FEVER - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.
  WHOOPING COUGH – 5 days after start of antibiotic treatment.
  STREPTOCOCCAL (STREP) THROAT - Until child has been under antibiotic treatment for 24 hours, is fever free, and feeling well.
  BACTERIAL CONJUNCTIVITIS – 24 hours of antibiotic treatment
  LICE-
- Your child may return to school after the exclusion period.

Acknowledgement of Risks and Pledge to Follow Health and Safety Guidelines

We, the parent(s) and student who are signing this student handbook for Our Lady of Peace Elementary School, acknowledge and agree that, as a student at the school and as parent(s),

entering into the School or being on the School premises or entering into the parish or being on the parish premises, having personal contact with teachers, classmates, and other staff involves a certain degree of risk, including contracting and passing on communicable diseases and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of persons at the school, there is an elevated risk of student and parents contracting a disease simply by being in the school building, on the premises, or at any school function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks of being an in-person environment, including the risk of contracting communicable diseases. If I have underlying health concerns which may place me at a greater risk of contracting communicable diseases, and all reasonable accommodations have been met, I acknowledge and agree to assume these risks.

HIGH SCHOOL ATTENDANCE AREAS

The location of the residence of the student's legal guardian is used to determine the assigned high school. Boys may also attend Saint Charles Preparatory High School and girls and boys may attend Cristo Rey High School.

HOME AND SCHOOL ASSOCIATION

The main purpose of the Home and School Association is to assist and support the programs and operation of Our Lady of Peace in cooperation with the Administration. School families are encouraged to support the efforts of the Home and School Association. Communications regarding Home and School functions will be made available on Digital Academy and other announcements. There are mandatory dues of $100 per student. This will be paid through FACTS.

LIBRARY/MEDIA CENTER

Library classes are held for students. Classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Additionally, students are permitted to use the library throughout the week with the permission of their classroom teachers. Students are expected to actively participate in the library by checking out books and returning them on time. They may use the library to read, check out books, do reference work, or work on special projects.

It will be the responsibility of the parent to reimburse the library for any lost or damaged library books or materials.

LOCKERS

Students are expected to keep their lockers unlocked and clean and not abuse them in any way.

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safe guarded by registering them with the classroom teacher or leaving them in the main office.

Any pictures used on the inside of a locker must be reflective upon the values taught at Our Lady of Peace School. Our Lady of Peace School is co-tenant of all lockers. Therefore, the staff may search lockers at any time with good reason.

MASS ETIQUETTE

-Attendance at Mass, when held during the school day is mandatory. If there is a pattern of students found to be coming in late on Mass days, a conference will be held with the parents.

-We do not need to take our coats to Mass. It is a short walk from our school to the church. No outside wear except for school uniform. Very cold weather exceptions will be made.

-We enter the church quietly. We do not talk in Mass to our friends.

-We participate fully in the Mass by singing and by responding to the prayers in a voice that can be heard by Father Anthony or a visiting priest.

-When we kneel, we put the kneelers down slowly and silently.

-Everyone kneels completely unless physically unable to do so.

-We open and close hymnals quietly.

-Unless it is a real emergency we do not go to the bathroom during Mass, especially the consecration (when we are kneeling).

-After Mass we genuflect together and leave the church quietly.

-We are in God's Real Presence in Mass!

PARISH SPORTS PROGRAM

The Parish Athletic Association runs the sports program at Our Lady of Peace Parish. Our Lady of Peace School and administration (Principal) have no authority or jurisdiction over the sports program. However, in the firm belief that the school is an integral part of the parish family, Our Lady of Peace School, and its administration support, in spirit, the philosophy of the athletic

program. The Our Lady of Peace sports program is open to all children of the parish and to those who attend Our Lady of Peace School. Many sports teams are offered to both boys and girls on many levels. We encourage parents to investigate the opportunities available.

Information about teams, sign-ups and communication can be found on the school website.

PHONE CALLS & CELL PHONES

The office telephone is a business phone and is not to be used by students except in an emergency. Parents are asked not to interrupt the activities of the classroom. Students will not be called from class to the phone except in an emergency. Forgotten books, gym clothing, lunches, etc., may be cared for by leaving them in the school office. Important messages by phone will be delivered to the student in case of a real emergency.

While we recognize the fact that many students bring cell phones to school, they are not to be used during the school day or at lunch without express permission of the teacher, staff or principal. This includes using the phone for calls or texts, going on the internet or taking of photos. The school is not responsible for these phones.

Students are to have their cell phones in their book bags or lockers from 7:50am until 2:40pm. In the mornings, students must put their cell phones away at the 7:50 bell. Students who are found with their cell phones on their person during that time will have their phone confiscated for the day and will be subject to the discipline rules of the student's grade level.

PLAYGROUND GUIDELINES

- Please remember:
  - -Share the equipment and play areas
  - -Be a good sport
  - -Be safety minded for yourself and others
- Only "touch" football is to be played - no tackling.
- Use softballs or a "soft" ball for baseball. No hard balls permitted.
- Do not pull or grab student's clothing at any time.
- No throwing of any objects (rocks, sticks, snowballs, etc.)
- No radios, recorders, cameras, or electronic games.
- Fighting is prohibited!
- Do not leave the playground for anything, without permission of the teacher or aide monitoring the playground.
- Students are not to approach or play around automobiles parked along side the playground.
- Students are to stay within the area designated for recess.
- When entering the building from recess students are to enter in single file. Walk into the building and walk down the halls quietly.
- "Rough house" is not permitted.
- Students are not to climb trees.
- Ball playing is not permitted in the morning before school.

PROMOTION/RETENTION

The promotion/retention of a student in any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her best advantage. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at this grade level. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the possibility of allowing the student to function successfully at grade level in these areas. If retention seems necessary, parents must be notified in writing by the end of the third quarter. The principal shall have direct charge of promotions and retention. The principal shall take into consideration the ratings and recommendations of the teacher or teachers of the student under consideration. Failing to meet the standards in more than two academic subjects may result in retention.

Reporting to parents to show progress is outlined in #5121.1 of Diocesan Policy.

REGISTRATION AND TUITION POLICIES

STUDENTS OF NEW FAMILIES

"A NEW FAMILY IS A FAMILY THAT AT THE TIME OF REGISTRATION DOES NOT HAVE A STUDENT IN OUR LADY OF PEACE SCHOOL"

Registration

New families registering new students in K - 8 must submit the following:

- Completed registration application (online)
- Copy of birth certificate
- If Catholic a copy of baptismal certificate if not baptized at Our Lady of Peace Church
- A completed questionnaire
- A non-refundable registration fee of $200 oer family
- All families are highly encouraged to apply for EdChoice at the same time as initial enrollment.

Acceptance and Enrollment

Upon notification of acceptance, please submit the following:

- FACTS Automatic Tuition Payment Agreement ("FACTS Enrollment Form"). On-line enrollment for FACTS automatic tuition payment. Please see FACTS on-line enrollment information sheet.

Enrollment and Payment Deadline:

- Families failing to submit the FACTS on-line enrollment confirmation notice by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

Students of Returning Families

Re-Registration

Re-registration will be done in the spring each year through FACTS. There is a $200 non-refundable registration fee due per family upon re-registration.

Tuition Payment Plan

Our Lady of Peace School offers several payment plans:

Pay in Full: Families may pay in full by June 30.

Automatic Monthly Payments. Tuition may be paid in monthly, quarterly or two installments. New Families must submit a completed FACTS on-line enrollment confirmation for Automatic Tuition Payments.

- Families may elect to have payments made on the 5th or 20th of the month, beginning in July.

Withdrawals

The following policies apply to students who withdraw **prior** to beginning of the school year:

If the school is notified of the withdrawal after June 1st, tuition payments made as of the date of withdrawal will be forfeited. Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program as of the date of withdrawal.

If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as of the date of withdrawal will be refunded.

The following policies apply to students who withdraw **during** the school year:

Lump sum tuition payments may be prorated to equal the same amount that would have been paid under the FACTS program.

Tuition will be charged for the full month of a student's withdrawal.

If the school principal or the Pastor recommends withdrawal from the school, tuition will be prorated on a per school day basis.

2026-2027 Tuition

The tuition rate for the 2026-2027 school year is $8,050 per student.

Financial Aid

In order to be considered for financial aid from the Diocese or Our Lady of Peace, parents must fill out the FACTS Tuition Aid application. No tuition reductions will be given absent the completion of that application.

Questions and Additional Information

Please call Our Lady of Peace School at 614-267-4535 if you have any questions or would like additional information.

Non-Payment of Tuition

Parents or responsible guardians will be notified by the Parish office monthly of non-payment of tuition. Parents or responsible guardians who fall more than two months behind in their tuition payments must indicate a plan, in writing, of how they plan to catch-up. Parents or responsible guardians who do not do this or meet with the Parish to discuss financial needs will be subject to having their student dismissed from Our Lady of Peace.

Parent Withdrawal from Our Lady of Peace

Parents or responsible guardians who choose to withdraw their student from Our Lady of Peace are expected to be current in their tuition prior to the release of records. If students start a calendar month of any month during the school year, tuition will be expected for that full month.

RELIGIOUS INSTRUCTION

The unique feature of a parochial school is the process of religious development and formation of its students.

At Our Lady of Peace School this is maintained through a complete graded course of study in religion, which is taught in grades K-8, covering the basic tenets, beliefs, traditions, and practices of the Roman Catholic faith. Sacramental preparation for Eucharist, Reconciliation, and Confirmation incorporated into the curriculum at the appropriate grade levels.

Eucharistic participation is of the highest priority. The children will attend morning Mass usually every Friday or during Holy Days. Parents are welcome at these Masses and students are permitted to sit with their families in the non-student section of pews.

Penance Services are scheduled at intervals during the school year when possible. Parents are encouraged to receive the Sacrament of Reconciliation with their children regularly so that their children will associate this experience with family worship rather than as a school experience.

The student body also can experience traditional devotions and practices of the Catholic faith including the rosary, Stations of the Cross, Lenten sacrifices, mission education, vocation awareness, and prayer. *Please see our school calendar for many of these dates.*

All the above components, as well as a prevailing atmosphere of faith, contribute to the process of internalizing values that are distinctively attributed to the Catholic faith.

All students, regardless of faith, must participate in religious instruction and worship, although sacraments are for our Catholic students only.

We encourage students and their families to be regular attendees and participants of their Catholic parish or place of worship of their religion or denomination.

Release of Information and Photos

We will not share parents' phone numbers or addresses with other parents without permission. We will share email addresses with other parents and with the Diocesan high schools unless expressly notified by parents not to do so.

Pictures of students (without any identifying information including names) will be used in the newsletter, the website and in submission to The Catholic Times unless expressly notified by parents not to do so.

SCHOOL ADVISORY COMMITTEE

The purpose of the School Advisory Committee is to provide the pastor of Our Lady of Peace and the principal of Our Lady of Peace School with advice and to make recommendations regarding issues affecting the school.

The committee is composed of members who have been elected with the assistance of the nominating committee.

The mission of the School Advisory Committee is to promote and support a distinctive religious learning environment that provides for the propagation of the Catholic faith and values, fosters academic excellence, and develops fully the intellectual, social, physical, and emotional capabilities unique to each student.

TECHNOLOGY ACCEPTABLE USE POLICY

The following policy is a summary of Diocesan Policy #6140.0 concerning the use and care of **computers and equipment** and the acceptable use policy of **Internet and on-line resources**.

DO:

- Sign in.
- Take care of equipment
- Ask for help with printer problems.
- Print just one copy of a document (school related only)
- Use the Internet for educational pursuits.
- Ask before you enter a site that you think might be questionable,
- Immediately back out of any questionable sites
- Follow instructions of teachers, librarians, tech teachers, and lab assistants
- Close applications by going to File and Quit and then sign off when finished.
- Leave computers on

DON'T:

- Have food or drink around equipment.
- Share any passwords.
- Access another student's account, file, and/or data (or any teacher's folder or files)
- Access or download any inappropriate material.
- Access chat rooms, newsgroups, listserves, e-mail or instant messaging, or social media sites

- Access or download games, game cheat codes, MUD's, MOOS's or simulations.
- Harass others in any way.
- Submit or reveal your name, any personal information or phone numbers of yourself or others.
- Change any computer settings, hardware, parts, or cabling.
- Access or manage a personal web page on school computers.
- Download without permission.
- Take photos or videos without permission.

In addition to the consequences outlined under the Code of Conduct above the following will apply:

Consequences for Inappropriate Use of the Internet
Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Consequences for Inappropriate Use of Networks or Technology Equipment:
Users have the responsibility to use technology resources, **including laptops, desktop computers, iPads, chromebooks,** and other computer devices in an appropriate manner.
Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the acceptable use guidelines.
- Loss of access to computers and technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocesan or school equipment.
- School discipline policy for serious misconduct (see above)

Equipment Use Policy
At times, students may be assigned school-owned equipment such as computers, **laptops, iPads, chrome books,** e-readers, cameras, spell checkers, personal CD players, headphones, microphones and other technology. **Students are responsible for proper use of, care of, and security of the equipment and are expected to return the equipment in the same condition as it was before checkout by the student. The legal parent(s) or legal guardian(s) of a student user of school-owned equipment is/are responsible for lost, stolen, or damaged equipment.**

Upon receipt of the equipment, if a student notes any problem or damage, it is his/her responsibility to report it to the technology staff immediately, or the student will be responsible for the damage.

The cost of repair or replacement is the responsibility of the user's parent(s) or legal guardian(s).

Equipment will be checked out to the intended user and use of the equipment is not to be shared with any other student(s). The student user and his/her parent(s) or legal guardian(s) must sign a Technology Equipment Responsibility Contract in order for the student to check out equipment for personal use.

If a student does not have a signed Technology Equipment Responsibility Contract on file, that student may not check out any technology equipment.

BRING YOUR OWN TECHNOLOGY (BYOT) POLICY AND GENERAL GUIDELINES

Guidelines:

1. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices only as directed by their teachers. The only purpose of the personal devices at school is educational. Students are prohibited from wearing SMART watches at school.

2. The use of a personal device is not to be a distraction in any way to teachers or students. Students will refrain from using personal devices outside of their classrooms unless otherwise directed by their teachers, including wearable devices.

3. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

4. Students shall not take or distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online.)

8. When devices are in use, they may be used for educational purposes and for reading only. If the personal device is used in an inappropriate way as outlined in the Our Lady of Peace Technology Acceptable Use policy, students will be subject to disciplinary action.

Consequences for Misuse/Disruption

(One or more may apply):

- The device may be taken away for the class period.
- The device may be taken away and kept in the front office until a parent picks it up.
- The student may no longer be allowed to use personal devices at school.

Students bring their devices to use at their own risk. It is their duty to be responsible for the upkeep and protection of their devices. This includes wearable devices.

Our Lady of Peace School is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any devices (keeping them charged, installing updates or upgrades, fixing any software or hardware issues.)
- Damage, resulting from student misuse or lack of care, to school issued technology

Our Lady of Peace School Student Acceptable Use Policy_

Access to the Our Lady of Peace School's Network is provided as a privilege and as an educational tool. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior on the Network just as they are in a classroom, in a school hallway, or on other school property. While Our Lady of Peace will make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access belongs to the students, under the guidance of their parents.

This document shall constitute Our Lady of Peace School's *Computer Network and Internet Acceptable Use Policy* for students ("policy"), and applies to all students who use or otherwise access the Network either on-site or remotely. A copy of this policy shall be provided to students and their parents.

Each student is responsible for reading and abiding by this policy. If the parent or student has any questions about the provisions of these policies, the principal or the technology coordinator should be contacted. Any use of an account that violates these policies may result in access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Our Lady of Peace School Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement. Our Lady of Peace reserves the right to seek reimbursement of expenses and/or damages arising from student violations of these policies.

01. Reporting Misuse of the Network

In addition to following the terms of this policy, a student or parent must report any misuse of the Network to a teacher, an administrator, or the technology coordinator. Misuse means any violation of this policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to a student or parent by someone, or any other use that is not included in this policy but has the intent or effect of harming another or another's property.

02. Term of the Permitted Use

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by Our Lady of Peace School at any time for any reason. Our Lady of Peace may also limit access, at any time, without warning, and for any period of time. By accepting network access, users waive any and all rights of privacy in connection with their communications over the network, or communications achieved through the use of Our Lady of Peace equipment, software or connectivity, including but not limited to protections provided by state and federal law.

03. Access

Network resources are only for use by authorized users. Anonymous use is not permitted, and access may not be shared or transferred. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet. If a student thinks that someone may know his/her password, he/she must tell a teacher or technology coordinator immediately. A student is subject to disciplinary action for any violations of this policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Network with the student's password.

04. Purpose and Use

Our Lady of Peace is providing access to its Network primarily to support and enhance the educational experience. Uses that interfere with normal Our Lady of Peace business or violate Our Lady of Peace policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If a student has any doubt about whether a contemplated activity is permitted, he/she must consult with a teacher or building administrator to help decide if a use is appropriate.

05. Proper Use of the Network

All users must use the network in an appropriate and reasonable way, whether specific rules exist or not. Among the uses and activities that obviously violate the proper use of the network and constitute a violation of this policy are the following:

A) Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.

B) Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this policy or Our Lady of Peace's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.

C) Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.

D) Creating technical difficulties for others, such as sending e-mail attachments that are too large to be accommodated by the recipient's system.

E) Attempting to reach internet sites blocked by the software on school computers or to "hack" into other accounts or restricted information.

F) Using the network in a manner inconsistent with the mission of and expectations of Our Lady of Peace for the conduct of students. When using the network, students should remember that they are representing themselves and their school to others.

06. Unacceptable Uses

Among the uses and activities that are known to be unacceptable and constitute a violation of this policy are the following:

A) Uses or activities that violate the law or Our Lady of Peace policy or that encourage others to violate the law or Our Lady of Peace policy. Among such uses or activities are the following:

B) Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or Our Lady of Peace policy.

C) Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene or pornographic materials.

D) Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in

furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or Our Lady of Peace policy.

E) Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others.

F) Copying, downloading, uploading or transmitting student information, other confidential information or trade secrets.

G) Downloading and/or saving music or images, unless given permission by a teacher.

H) Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities

I) Uses or activities that cause damage to property. Among such uses or activities are the following:

1. Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another.

2. Vandalism includes any attempt to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data of another user, other Our Lady of Peace Network resources, or the use of the Our Lady of Peace Network to do any of the same acts on the Internet or outside Networks.

3. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, it should be assumed that they are protected under copyright laws unless there is explicit permission on the materials to use them.

4. Commercial uses. At no time may the network or the Internet be accessed (including sending e-mail) for purposes of engaging in or supporting any kind of business or other profit-making activity. Users may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services (whether to one recipient or many, such as “junk e-mail”).

5. Uses or activities that are unrelated to legitimate Our Lady of Peace purposes. Users may not, during the school day, access the Internet for purposes of personal shopping, buying or selling items, connecting with a personal web site or blog that is not part of a class project, receiving or posting messages to web sites or blogs that are not part of a class project, participating in any type of gaming activity, engaging in social or hobby activities during class time, engaging in or supporting any kind of business or other profit-making activity, or for general recreational web browsing. (Examples: Amazon, eBay, Expedia, Grudge Report, Pinterest, dating services, chat rooms.)

6. Using non Our Lady of Peace e-mail. All use of e-mail must be through Our Lady of Peace’s e-mail service. The use of other providers of e-mail through the Network is prohibited. Use of e-mail for non-Our Lady of Peace purposes, such as for operation of private business enterprises, is strictly prohibited.

7. Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper or telephone resources. For example, do not waste toner or paper in printers, and do not send chain letters, even for non-commercial or apparently “harmless” purposes, as these, like “junk e-mail,” use up limited Network capacity resources.

8. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another’s password or some other user identifier that makes message recipients believe that someone else is communicating or otherwise using the other’s access

to the Network.

9. Political uses: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or a bond issue. Additionally, users shall not solicit political contributions through the network from any person or entity or conduct any type of campaign business.

10. Installing or downloading software or hardware without the prior consent of a Our Lady of Peace technology department. Students may not move, repair, reconfigure, reprogram, modify or attach any external devices to Network equipment, computers or systems. Students shall not remove, alter or copy Our Lady of Peace software for their own personal uses or for the uses of others.

07. Freedom of Speech

By giving users access to this system, Our Lady of Peace does not intend to create a limited or a public forum for the expression of opinion. The network exists as part of the function of the mission of the Our Lady of Peace and is operated solely in support of that mission. Neither the public, staff, nor students are invited to use the network in expression of their opinions. Our Lady of Peace fully supports the right of all students, staff and citizens to express their opinion through legitimately established public and limited forums dedicated to that use.

08. Privacy

Network access is provided as a tool for educational and administrative uses. Our Lady of Peace reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage, and to use such content for any legal purpose. All such information, content and files shall be and remain the property of Our Lady of Peace and users do not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this policy.

09. Web Sites

Web sites created through the Network and/or linked with Our Lady of Peace's official web site must relate specifically to Our Lady of Peace-sanctioned activities, programs or events. Web sites created using the Network or Our Lady of Peace's equipment, or web sites created as part of a classroom or club assignment, or activity are the sole and exclusive property of Our Lady of Peace. Our Lady of Peace reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed.

As above, Our Lady of Peace does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff or citizens. Web pages exist solely in support of Our Lady of Peace's mission as determined by the administration.

10. Failure to Follow Policy

The users' use of the Network is a privilege, not a right. If a user violates this policy, he/she may be subject to disciplinary action. At a minimum he/she will be subject to having access to the Network terminated, which Our Lady of Peace may refuse to reinstate for the remainder of his/her time as a student at Our Lady of Peace. At the maximum, a user may be suspended or expelled.

A user breaches this policy not only by violating the above policy individually, but also by failing to report any violations by other users that are known by the user. A violation of this policy may also be a violation of the law and subject the user to criminal or civil investigation and

prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise network or internet activities that would otherwise be a violation of this policy.

11. Warranties and Indemnification

Our Lady of Peace makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files, and Our Lady of Peace shall not be responsible for any loss or deletion of data. Our Lady of Peace is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, the student is agreeing to cooperate with Our Lady of Peace in the event of Our Lady of Peace's initiating an investigation of use or access to the Network through his/her account, whether that use is on a Our Lady of Peace computer or on another computer outside of the Network. By accessing the Network, students are further agreeing to indemnify and hold Our Lady of Peace and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims, or damages (including attorneys' fees) resulting from access to and use of the Network through their accounts, including but not limited to any fees or charges incurred through purchases of goods or services by the users.

Students in grades 6-8 will electronically receive an additional Chromebook Policy Guideline Handbook and an additional signature page indicating agreement with these policies.

TEXTBOOKS

Most of our schoolbooks have been purchased by the State of Ohio Auxiliary Service Funds. Tape should not touch the book itself. A bookbag of some durable, protective material must be used for carrying books to and from school. Parental assistance in this matter is requested as textbooks can be easily damaged by weather and misuse. Lost or damaged books will be replaced by students.

As we move into the era of electronic textbooks (ebooks,) parents and students are reminded that electronic textbooks and their electronic delivery devices are also the property of our school and should be treated with the same care and respect as traditional textbooks. Misuse of an electronic textbook will result in the loss of a student's access privileges.

TIGER TRIBUTES

Teachers, staff, students and parents will be able to award students in all grades a ***Tiger Tribute*** when the student is seen as living a Gospel value at school or in the community. ***Tiger Tributes*** are drawn weekly for prizes and each quarter for a grand prize.

The Gospel values to be rewarded are:
-Respect. Respecting the life and dignity of myself and each person in thought, word and action.
“Give honor to all, love the community, fear God, honor the king.” (1 Peter 2:17)
-**Kindness:** Characterised by acts of generosity and compassion with a genuine concern for the well-being of others. “Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience” (Colossians 3:12)
-Gratitude: Being thankful for every gift and lesson I learn.
“Give thanks to the LORD for he is good, his mercy endures forever!” (Psalm 107:1)
-Servant Leadership: Leading and serving like Jesus.
“For the Son of Man did not come to be served but to serve and to give his life as a ransom for many.” (Mark 10:45)
-Perseverance: Having courage to push beyond my perceived limitations, the ability to keep fighting, and the strength to endure through the struggle.
“Not only that, but we even boast of our afflictions, knowing that affliction produces endurance, and endurance, proven character, and proven character, hope.” (Romans 5:3-4)
-**Responsibility:** The duty or obligation to complete tasks, fulfill commitments, and be accountable for one's actions and their consequences
“For we must all appear before the judgment seat of Christ, so that each one may receive what is due for what he has done in the body, whether good or evil.” (2 Corinthians 5:10)
-Integrity: Acting and speaking with honesty and sincerity.
“Do to others as you would have them do to you.” (Luke 6:31)
-Patience: The ability to accept or tolerate delays, hardships, or provocation without becoming annoyed, upset, or anxious. "Be completely humble and gentle; be patient, bearing with one another in love." (Ephesians 4:2)
-Diligence: Working with careful, and planned persistence.
“The plans of the diligent end in profit, but those of the hasty end in loss.” (Proverbs 21:5)

In addition to Tiger Tributes, the school will recognize one student in each class per month as the Tiger of the Month. The selected student is known for living out a designated value and will be recognized with a certificate at a designated Friday School Mass.

VISITORS

All parents, visitors, volunteers, etc. must sign in at the school office without exception.

No one is allowed past the office door without express permission of the school administrative staff.

If need be, we will deliver items to your child. Parents may not go through the halls or into classrooms unless they are here for official volunteer reasons or have prearranged with the teacher or administration to visit a classroom.

All visitors must wear the visitor lanyard and sign out at the conclusion of their visit.

VOLUNTEERS

Each family will be expected to volunteer as a condition of their child’s enrollment. We understand that some families have more time than others, but **every** family must participate in some way during the year. Families who do not will need to have a conference with the principal.

Service to the school can be, but is not limited to:
Serving on a board (Home and School, School Board, Athletic Board).
Volunteering for recess and/or lunch duty.
Home and School Classroom liaison.
Volunteering with a teacher on site or at home (subject to teacher input and approval).
Coaching for the Our Lady of Peace Athletic program.
Assisting at athletic games or events.
Helping with maintenance, ground keeping, especially during fall and spring clean-up.
Serving on a Home and School or Athletic committee such as pizza, subs, Tiger Tourney, dances etc.
Chaperoning a student event or field trip.
Helping with the Parish Festival.
Moderating or assisting with a club or activity (scouts, robotics etc).
Other opportunities as the need arises.

Please note that any activity working with children requires background check and attendance at a Protecting God's Children class.

Volunteer Code of Conduct

CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS
• Employees and volunteers work collaboratively with the pastor and/or other supervisors and associates in ministry.
• •Employees and volunteers faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
• •Employees and volunteers are competent and receive education and training commensurate with their role(s) and responsibilities.
• •Employees and volunteers respect the diversity of spiritualties in the faith community and will not make their own personal form of spirituality normative.
• •Employees and volunteers recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
• •Employees and volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
• •Employees and volunteers act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.
• •Employees and volunteers are accountable to the pastor or other duly appointed representative.
• •Employees and volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
• •Employees and volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
• •Employees and volunteers respect confidentiality.
• •Employees and volunteers adhere to civil and ecclesial law, policy and procedure concerning the
reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.
• •Employees and volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
• •Employees and volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding

manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical, illegal, and are prohibited.
• •Employees and volunteers model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical, illegal and is prohibited.
• •Employees and volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
• •Employees and volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
• •Employees and volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

Our Lady of Peace requires that all volunteers complete a Civilian Criminal Background Check through the Ohio Bureau of Criminal Identification and Investigation by being fingerprinted electronically. We refer people to Fast Fingerprints www.fastfingerprint.com. Please use the Diocesan form found on our parish website. Results will be sent electronically to the Diocese of Columbus and then to Our Lady of Peace. The fingerprints should be sent both to the BCI and the FBI.

As a community of faith, we believe that our children are the most important gifts God has entrusted to us and that the prevention of child abuse begins with each person.

Our Lady of Peace Parish, in coordination with the Catholic Diocese of Columbus, is committed to the protection and safety of all children. This commitment follows the fundamental mission of the Church to preach the gospel of Jesus Christ, to give authentic witness to the moral teaching of the Scriptures and the tradition of the Church, and to uphold the human dignity of every person. Increased awareness and a willingness to take action are steps for every person to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

At Our Lady of Peace Church, "Best Practice" policies have been established to ensure the safety of our children in every parish and school activity. Our Safe Environment Program was designed for the protection of our children. With that in mind, ALL VOLUNTEERS 18 years of age and older (Athletics, Club Sports, Nursery, School, Scouts, Religious Education, High School Youth Ministry and all other programs involving children) who have "care, custody or control," or regular supervised or unsupervised access to children must complete the following procedures prior to the first day of volunteering:

- Complete a Protecting God's Children (PGC) awareness session offered throughout the Diocese of Columbus. This program helps raise the awareness of adult volunteers for the signs of child sexual abuse, the methods and means by which offenders commit abuse and steps one can use to prevent child sexual abuse.
- Undergo a Civilian Criminal Background/Fingerprint check (BCI&I) completed by Fast Fingerprints on Bethel Rd. and if needed, the Federal Bureau of Investigation (FBI). These must be updated every 5 years.
- Complete a Volunteer Application.

Through these initiatives, we optimize child safe environments and empower our staff and volunteers with tools to help them protect all our children.

How to Register for a Protecting God's Children (PGC) Awareness Session

Registration must be completed online at www.virtus.org. Select "Registration" on the green bar, left side of screen. At the drop-down menu, select Diocese of Columbus to view a listing current class offerings, times, and locations. If attendance occurs at a location other than Our Lady of Peace, a Certificate of Attendance must be obtained by you at the end of the session and given to the school office.

How to Complete a Fingerprinting Background Check

Our Lady of Peace requires that all volunteers complete a Civilian Criminal Background Check through the Ohio Bureau of Criminal Identification and Investigation by being fingerprinted electronically. We refer people to go to Fast Fingerprints www.fastfingerprint.com. These fingerprints must be completed every 5 years to remain complaint with Safe Environment guidelines.

WELLNESS

Catholic Schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

Our Lady of Peace School has adopted a wellness policy that encompasses nutrition education, physical education, school-based activities, nutritional guidelines, and evaluation of this policy.

WITHHOLDING OF STUDENTS' RECORDS

A school may choose not to release the cumulative records of students whose financial obligations to the school have not been met. However, grade placement/credits earned, standardized test scores, and health information must be released to the receiving school. Unless an arrangement which is acceptable to both schools can be reached, a Catholic school should not accept a student whose financial obligations to another Catholic school have not been met. (Diocesan policy 3240.1)

Acknowledgement Statement

I have read and agree to abide by the policies contained in the Our Lady of Peace Parent/Student Handbook. I acknowledge that the information contained herein is subject to modification, change interpretation and elimination at any time by the School on its sole discretion, without notice.

The specific diocesan policies identified in this Handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual that governs.

Student Name:

Student Signature:

Date:

Parent Name:

Parent Signature

Date: