

GENERAL INFORMATION

Address: 10601 Wadsworth Road, Beach Park, Illinois 60099

Phone Number: (847) 746-3723

Fax: (847) 731-2870

Web Site: www.olhschool.org

Office E-mail: office@olhschool.org

School Hours:

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

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

8:33 AM: Tardy bell rings

3:10 PM: School Dismissal

Mass Times

Saturday Evening: 5:00 PM

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

MISSION STATEMENT

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

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

PHILOSOPHY

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

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

VISION OF THE GRADUATE

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

Responsibility	Cooperation
Self-Confidence	Creativity
Persistence	Ability to Manage Time
Good sportsmanship	Ability to Complete Tasks
Positive Outlook	Open Mindedness
Appreciation of God and His Laws	Ability to Solve Complex Problems
Respectfulness	Think Critically
Empathy and Compassion	Faithfulness

NON-DISCRIMINATION IN SCHOOLS

(Archdiocesan Policy 130)

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

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

130.2 Schools may admit students who are not Catholic provided these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities, related to Catholic identity of the school, are required.

EQUAL EMPLOYMENT OPPORTUNITIES

(Archdiocesan Policy 202.1)

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

ADMISSION POLICY

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

Guidelines

Age Requirements:

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

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

Admission Procedure

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

- An official copy of the child's birth certificate
- The baptismal record (if applicable)
- A record of compliance with local and State of Illinois health requirements
- A child's most recent report card and/or standardized test scores
- A child's former school may be contacted

- New families will be interviewed prior to admission.
- Classroom visitation is recommended for prospective families.
- Applicant(s) will be tested in Math and Reading.

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

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

Priority Listing for Acceptance

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

ATTENDANCE

Absence and Tardiness

***The tardy bell rings at 8:33 AM**

***Anyone arriving after 8:33 AM is tardy.**

***It is the parental and student responsibility to be on time and ready for the day.**

***If a student is tardy five times in the same quarter a detention will be given.**

***A student who is tardy ten times in the same quarter will be given an in-school suspension.**

*Please note: Students who leave school between 2:45 and 3:10 PM will be marked as "tardy" on their report card for this day. This reflects the fact they did not complete a full day of school.

Absence

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

Parents will be notified after a student's 9th absence in a semester. The 9th absence in a semester qualifies not only for a school day absence, but for individual classes as well. Parents will be informed by letter, and concern is shared about their student's attendance. The letter informs parents that, if the student misses any more school for the remainder of the semester, a licensed physician's medical excuse will be required for the absence to be considered excused.

A student can not directly fail a class due to absences. However, an increase in absences usually correlates to fewer homework assignments turned in, missed tests, lack of preparation for tests, etc....This places a higher workload on teachers and consequently detracts from time which could be spent helping other students.

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

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

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

Vacations

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

ALLERGIES

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

BAND POLICY

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

BULLYING PREVENTION

Please note the school cannot assist in helping alleviate a bullying situation unless the parent/guardian or child makes the school aware of the situation. Do not assume we know there is a problem and please bring it to our attention.

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

Bullying is:

- *any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically.
- *occurring on campus or off campus during non-school time,
- *directed toward another student or students, that has or can be reasonably predicted to:

-place the student or students in an unreasonable fear of harm to the student or student's person or property

- cause a substantially detrimental effect on the student or student's physical or mental health;
- interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

CELL PHONE USAGE

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

Students may not use their cell phone on campus nor have their cell phone on their person at any time. Cell phones are to be turned off and stored in the child's backpack. Cell phones will be confiscated if they are seen during the school day or at pick up. The parent/guardian must visit the school office with the child in order for the phone to be returned.

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

It is expected that parents/guardians keep track of their child's cell phone and texting. However, if the school is made aware of inappropriate usage we will notify the adult and ask for a conference.

CHILD ABUSE

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

CHILD CUSTODY

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

Our Lady of Humility School follows the provisions of the ***FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT*** and permits parents to inspect and review their child's school records. In the case of the non-custodial parent, the school will

provide such parents with access to the school records and other information of his or her child, including medical, dental, child care, and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. Please make arrangements at the school office to bring necessary documents and give information regarding child custody.

COMMUNICATION PARENT-TEACHER

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

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

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

CONFERENCES

Parent-teacher conferences are scheduled during the year to provide for dialogue regarding the student development in the school program. Teachers or parents may request additional conferences during the year. The Fall Conference is mandatory for all families and students in grade three through eight. Students are expected to attend the conference with their parent(s) or guardian(s) and are expected to dress up for this important meeting.

CURRICULUM

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

In 2013 the Common Core Curriculum was adopted as recommended by the Archdiocesan Schools Office. All curriculum taught in our school reflects Catholic teaching.

DEADLINES

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

DISCIPLINE

School Philosophy

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

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

004 Discipline Policy – Archdiocese

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

1. Between parent, student involved and teacher of classroom in question. The teacher shall render a decision.
2. Should a settlement that is satisfactory to all be unobtainable as outlined above, the difference becomes a grievance and shall be taken up with the principal. The parent, teacher and principal will attempt to negotiate a settlement. The principal shall render a decision within a reasonable length of time.
3. If any grievance cannot be amicably adjusted and settled in the manner provided above, then the conflict resolution guidelines by the Archdiocese will be followed.

School-Wide Expectations

- Follow directions the first time they are given.

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

Inappropriate Items or Behaviors

- Tobacco, alcohol, or other drugs in any form will not be tolerated and students possessing them or under their influence may be subjected to suspension or expulsion.
- Contact sports, such as tackle football, wrestling and wall ball are prohibited.
- Toy weapons, guns, knives, and any item that functions as a projectile are not allowed at school.
- Trading cards may not be brought to school.
- Food, candy, pop, or gum may NOT be eaten on the playground.
- Rough play- pushing, shoving, tackling, and fighting is prohibited.

- Radios, tape recorders, CD players, i-pods, phones and electronic devices may not be brought to school unless the homeroom teacher has given permission. The school will assume no responsibility for these devices.
- Children may not throw snowballs, rocks, woodchips, twigs etc.
- NO gang signs, symbols, dress or articles are permitted on any student at school. Infractions will be dealt with on an individual basis, and a student may be subject to suspension or expulsion.

School-Wide Consequences

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

Disciplinary Actions

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

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

Suspensions:

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

The administration determines the number of days a student is suspended. The student loses any eligibility for quarterly merit awards. Suspensions are recorded in the student's permanent records. When a student is suspended,

parents will be notified and an appointment will be set for a conference with the parents, child, teacher, and principal.

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

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

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

Expulsion:

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

Lunchroom Procedure

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

10 ALL STUDENTS ARE EXPECTED TO EAT LUNCH. If a student is seen to not be eating lunch on a regular basis, parents will be notified. A student who is not eating lunch is not permitted to be in the lunchroom as this can adversely impact other students and influence their eating habits.

Consequences

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

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

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

DRUG POLICY

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

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

success of rehabilitative measure, etc. Depending on the circumstances, this will result in any or all of the following:

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

DRIVING CHILDREN TO SCHOOL BEFORE SCHOOL

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

PICKING CHILDREN UP FROM SCHOOL

1. Enter the parking lot from Liberty Street only. NO CARS MAY ENTER OFF WADSWORTH ROAD.
2. Wait your turn in the DROP OFF/PICK UP ZONE or park your car and walk to the porch.
3. All cars must exit onto Wadsworth Road
4. Preschool and kindergarten children must be picked up in the main school entrance at 3:05 PM.
5. Students who are not picked up on time pose a supervisory challenge and consequently will be referred to our Extended Day Program and charged appropriate fees.

EMERGENCY CLOSINGS

When it hampers the health and safety of your child, the principal has the authority to close the school building on an emergency basis. In the event school is closed a phone call will be made to each family through our School Reach Program. Parents may also check the website www.emergencyclosingcenter.com. PLEASE DO NOT CALL THE SCHOOL OFFICE TO CHECK IF SCHOOL IS OPEN.

In the event school must be evacuated during regular school hours, our evacuation site will be Kenneth Murphy Public School. Students will be transported via bus. The circumstances related to an emergency evacuation are unique and difficult to anticipate. However, if students must be transported it is important to follow the directives given by the authorities. Parents/Guardians should NOT report to Kenneth Murphy School. The authorities will direct you to the reunification location.

EMERGENCIES AT SCHOOL

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

EXTENDED DAY PROGRAM

Our Lady of Humility provides an Extended Day Program to our school families. The program takes place in the Holy Child Center. The hours of the program are 6:00 AM to 8:00 AM and from 3:15 PM to 6:00 PM. A separate handbook is available on the school's website for families who participate in the program. All school rules apply in the EXTENDED DAY PROGRAM. Use of the program is a privilege and may be revoked if consistent inappropriate behaviors are not remedied.

FIELD TRIPS

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

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

FIRST AID

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

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

GRADING

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

GRADUATION REQUIREMENTS

A list of graduation requirements is posted on the school’s website. It is the parent’s/guardian’s responsibility to be aware of the graduation requirements. Receiving a certificate of completion/diploma results only when all necessary requirements have been fulfilled.

HOMEWORK

Homework is an integral part of our curriculum in all grades. A teacher assigns homework with a purpose that includes furthering of academic achievement and instilling a sense of responsibility concerning schoolwork and study habits.

The amount of homework depends upon the student's needs and age. The completion of assigned homework is required. Missing or late homework will affect a student's report card grade.

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

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

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

- homework notices which are to be signed by parent/guardian and returned to the teacher with missing assignment. IT IS NOT SUFFICIENT FOR A CHILD TO STATE THEY HAVE SPOKEN TO THEIR PARENT ABOUT THE NOTICE. If the homework notice does not return to school signed by a parent, the student will be required to call home and will receive a detention.
- detentions
- conferences with parent, student, and teacher, with the principal in attendance.
- AN IN-SCHOOL SUSPENSION MAY BE ASSIGNED AT THE DISCRETION OF THE PRINCIPAL IF LESS SEVERE FORMS OF DISCIPLINE DO NOT HAVE THE DESIRED IMPACT.

HONOR ROLL

Students in grades 5 through 8 are eligible for the Honor Roll. Students may earn either "First Honors" or "Second Honors" based on their grades in all subjects.

HIGH HONORS: All A's or above in all core subjects (religion, science, history, reading, English, mathematics and computers). A minuses count as A's.

HONORS: All A's and only two B's in all core subjects

HONORABLE MENTION: All A's and B's in all core subjects with more than two B's.

NO D'S OR N'S IN ANY SUBJECTS INCLUDING SPECIALS

An “N” is assigned for not submitting homework on time, inappropriate classroom behavior or any other school infractions in that subject.

LIBRARY

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

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

MASSES

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

LOST AND FOUND

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

MEDICAL EXAMINATIONS

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

MEDICATION

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

1. The school receives a copy of the doctor’s order that includes:

- Name of medication
 - Condition for which it is being given
 - Dosage and time of administration
 - Duration of the request
 - Doctor's signature and telephone number
2. **Medication must be in the original pharmacy bottle with written information clearly visible**
 3. Required paperwork must be completed and is available on the school's website.

MUSIC CONCERTS

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

PARENT PARTICIPATION PROGRAM

In order to provide an affordable Catholic education for all families who are interested in attending our school, each family is required volunteer or pay an additional \$695 for their child's education. All volunteer positions are defined and may be reviewed by visiting the school's website. Each family selects the volunteer opportunity of their choice and submits the form electronically to the principal. Confirmation of your position is then communicated to your family during the summer.

PARENT PARTICIPATION NON-COMPLIANCE

If a family does not satisfactorily complete their volunteer responsibility, a non-compliance fee of \$760 is assessed. This fee must be paid in full prior to registration for the following school year and/or the distribution of a child's diploma if the student is an eighth grader.

PARTY INVITATIONS

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

Birthday treats need to be easily distributed - something that does not require cups, plates, or utensils (please do not send drinks or sheet cakes). Pre-cut brownies or rice krispie treats, cupcakes, cookies, or individually wrapped popsicles are some suggestions. Treats should not be a major distraction from the educational process. Consequently, pizzas and other large items are not permitted. **NO BALLOONS, FLOWER ARRANGEMENTS, ETC...WILL BE**

DISTRIBUTED TO THE CLASSROOM. If they arrive at school, the parent will be asked to bring them home.

PICTURES

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

PHOTOGRAPH/VIDEO RELEASE

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

PLAGIARISM

Plagiarism is:

- *Directly copying the work of another person without using all of the following: Quotation Marks, Proper Credit immediately following the quote and listing any sources on the "works cited" page at the end of the assignment.
- *Paraphrasing the ideas of another person without using all of the following: Proper Credit immediately following the paraphrase and listing the source on the "works cited" page at the end of the assignment.
- *Using and failing to properly credit any work or answers that have been written, created or developed by another person including: Work or answers that have been generated through electronic translation engines, literary summary sources or inappropriate collaboration with other students.
- *Recycling previously submitted work. Recycling an assignments is the resubmission of academic work that has been previously submitted by oneself or another student. Please note that students may not write a book report on the same book and submit it for credit during their years at OLH.
- *Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person without proper citation.

CONSEQUENCES OF PLAGIARISM

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

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

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

Useful website for additional information: www.plagiarism.org

REPORT CARDS

Report cards are issued three times a year. Power School, an on-line gradebook available to parents should be checked regularly in order to stay abreast of your child's academic progress (grades 1-8). NO MIDTERMS ARE SENT. It is the parent's/guardian's responsibility to keep abreast of their child's academic progress and under no circumstances should a teacher be blamed for not notifying a parent/guardian of a child's progress.

RETENTION

Archdiocesan Policy 139.1

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

Retention Procedure

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

ROOM PARENT

The room parent program is coordinated through the Family School Association (FSA). Being a room parent implies good judgement and an understanding that simplicity in parties is important. Going "over the top" in one class puts unnecessary stress on other classroom parents and will be cause to discuss the values of the school with the principal.

Room parents should also be mindful of the amount of waste and garbage which can result with too much commercially purchased party items.

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

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

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

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

Sacrament Preparation for Baptized Children

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

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

Sacrament Preparation for Non-Baptized or Baptized, Not Catechized

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

The children's Catechumenate requires a conversion that is personal and somewhat developed in proportion to their age. During their sessions children are guided to a deeper relationship with Jesus. The preparation for the reception of the

sacraments of initiation is received during the Easter season. Parents are expected to attend one meeting a month in order to learn about the process and deepen their own faith. The preparation ordinarily takes two years.

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

Parent Involvement

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

As a Catholic community families are expected to attend Our Lady of Humility Parish Church at least once a month. Mass times are listed on page one of this book.

PRINCIPAL ADVISORY COUNCIL

Our Lady of Humility has a Principal Advisory Council (PAC) that is advisory in nature and functions primarily to advise the principal and pastor on school related matters.

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

It is important to note the Principal Advisory Council is not a grievance committee for settling problems. Problems are handled via the principal in the school office. If you wish to address the Council, please call the principal or the Council President to be placed on the agenda. The agenda is prepared 48 hours before each meeting. Minutes are placed on the school's website.

While all parents/guardians have the right to address the Council, the Council has the right to go into Executive Session/Closed Meeting at the discretion of the Council Chair and/or principal.

SCHOOL BUS

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

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

Consequences:

1. Parents are notified by way of a citation issued by the bus driver and/or a phone call from the Director of Student Services.
2. After the second written citation, the rider is suspended from riding the bus for one week.
3. Continued misbehavior can result in a rider being forbidden from riding the bus for the remainder of the year.

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

SCHOOL OFFICE HOURS

The school office is open from 8:00 A.M. to 3:30 P.M. Calls are taken between 7:45 A.M. and 4:00 P.M.

SCHOOL RECORDS

Non-Custodial Parent Rights

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

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

Parent's Rights School Records

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

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

SCHOOL DIRECTORY

Our Lady of Humility School publishes a directory on a password protected link on the school's website. The information contained in the directory should be used with discretion. On the registration form there is a question asking for parent permission to be published in the directory. If you do not indicate you would like your family excluded from the directory, your family will be included.

SEARCH AND SEIZURE

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

SEXUAL HARRASSMENT POLICY

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

Procedure:

1. Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the principal.

2. The principal shall answer questions about this policy, engage in fact finding to determine the details regarding the complaints of sexual harassment, and take appropriate corrective action

3. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Education.

4. The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

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

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

SEXTING

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

SPECIAL EDUCATION AND RELATED SERVICES

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

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

SPORTS ELIGIBILITY

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

STANDARDIZED TESTING

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

All students in grades kindergarten through grade 8 are given the AIMS Web mathematics evaluation three times per year (Fall, Winter, Spring). Students in grades kindergarten through 6 are administered a reading fluency evaluation in the same time frame.

Students in all Archdiocesan schools are required to take the EXPLORE Tests in eighth grade.

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

SUMMER SCHOOL

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

TECHNOLOGY STATEMENT

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

PURPOSE:

OLH provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at OLH by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of our Catholic school community. OLH firmly believes the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school. Content filtering software is being utilized to minimize this risk. Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of OLH school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite

manner. This document is intended to clarify those expectations as they apply to computer and network usage.

POLICY TEXT:

I. USE OF OLH'S TECHNOLOGY RESOURCES*

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

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

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

II. GENERAL INFORMATION

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system. The school provides internet access to students as a means to facilitate resource sharing, innovation, and communication. Information gathered from the internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

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

School personnel will:

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

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

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

TEXT BOOKS

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

THEFT AND VANDALISM

Any damage done to school property will be repaired and cleaned by the student. If replacement is necessary, the parent will bear the expense. When several students are involved in a situation in which property is damaged, they all are to share in the expense even though they did not physically cause the damage. If they are involved in a situation causing damage, they are responsible by association. In case of theft, the property is to be returned or replaced by the offender's parents. If theft or vandalism becomes a continual problem, the student will be placed on suspension or may be asked to transfer.

TRANSFERRING PROCEDURES

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

TUITION

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

effort to keep increases to a minimum, this is only possible if all families make an effort to support the parish.

008 Tuition Policy

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

Guidelines

- It shall be required that each family pay a registration fee per child set annually by the Principal Advisory Council , to reserve a place at OLH School for their child/children for the following school year. This fee is non-refundable and shall not apply toward payment of tuition and fees. The deadline for this payment is published in advance through the school's Wednesday Notes.
- When paying the registration fee, each family shall be required to sign a Tuition Contract acknowledging responsibility for payment of tuition, fees, parent participation and fundraising in accordance with local school policy.
- Tuition payments may be made in a lump sum at the beginning of the school year, in two equal payments (one in August and one in January), or in ten equal monthly installments (August through May).
- If a check is returned for "Insufficient Funds" a \$25.00 charge will be assessed.
- Monthly payments are made through FACTS Tuition Management Company. Families are made aware when payments are attempted well in advance and are expected to honor their agreement. If financial obligations are not met, the parent or guardian must make arrangements through FACTS.
- Tuition and fees must be paid through the month the quarter ends.
- If tuition is three months delinquent the student(s) will not be allowed to attend the following quarter until the past due amount is paid in full.
- A student will not be allowed to attend the new school year until the tuition for the previous school year is paid in full.
- There will be no exchange of services for tuition or fees under any condition by any school family.
- Eighth (8th) graders will not take part in any of the graduation activities until tuition and fees are paid in full. Eighth (8th) graders whose parents are in arrears will not be permitted to graduate.
- Anyone who is financially unable to meet tuition expenses should contact FACTS tuition company to adjust their monthly payment. If a family needs financial assistance to meet the present year's tuition obligation, they should complete a Student Aid Request Form available on the school's website. This form is submitted directly to the Business Manager of the parish and is reviewed by a subcommittee of the Finance Council. Please note the principal is not involved in this process and all information is kept in strictest confidentiality.

008.1 Tuition Policy

The Our Lady of Humility School Board and the pastor as predicated by the forecasted budget shall determine tuition charge for each child and each family.
(Revised and Approved November 4, 1997)

Guidelines

- Consideration shall be given to the responsibility of the parish to support a portion of operating the school so that the entire expense is not borne by the parent(s) alone.
- Tuition assistance is available through the Archdiocese “Caritas” Program. Details related to applying for assistance are communicated through the Wednesday Notes at the time of registration.

VISITATION

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

VOLUNTEERS

As per the Archdiocese of Chicago, Office of Catholic Schools, parents volunteering in the school or for a school function must fill out a Criminal Background Check, a CANTS form (DCFS background check), a Code of Conduct form AND go through a Virtus training session. *Directions are posted on the Archdiocese of Chicago website (www.archchicago.org) and clicking on “Protecting Children”.

WELLNESS POLICY

BELIEF STATEMENT

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

INTENT

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

RATIONALE

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

GOALS FOR NUTRITION EDUCATION

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

GOALS FOR PHYSICAL ACTIVITY

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

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES

Parent Partnerships

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

Healthy Eating Programs

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

Physical Activity

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

PARENT/STUDENT HANDBOOK 2014-2015

Dear Parent/Guardian,

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

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

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

Child/ren _____ Grade(s) _____

Parent/Guardian
Signature _____

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