



Our Lady of the Snows School Family Handbook 2022-2023

Our Lady of the Snows Catholic School

4810 S. Leamington Avenue, Chicago, IL. 60638

Office: (773) 735-4810 Fax: (773) 735-6495

www.ourladyofsnowschicago.org

Principal: Mrs. Christina Avis
Pastor: Father Juan Luis Andrade

Rev. 12/12/2022

Shared Purpose

As a family, we seek to nurture a Christ-centered environment that instills acceptance, love, and spirituality while striving for individual academic success.

Root Beliefs

Our root beliefs at Our Lady of the Snows are system-wide beliefs that every member of the community shares, which ensures all stakeholders are unified in the mission and vision of our school.

At Our Lady of the Snows, we believe...

1. God is present in all that we do.
2. We are stronger together.
3. Relationships matter.
4. Challenges are opportunities.
5. Excellence is intentional.

Core Values

At Our Lady of the Snows, we...

1. Learn
2. Embrace
3. Respect
4. Love
5. Persevere

To the Families of Our Lady of the Snows Catholic School

This handbook is your guide to the policies and regulations of Our Lady of the Snows Catholic School. The school asks that you keep it handy for easy reference and take time to review the contents as a family.

Our Lady of the Snows School adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Archdiocese Office of Catholic Schools. Additional local policies have been developed to govern the operation of Our Lady of the Snows Catholic School.

The rules and procedures of Our Lady of the Snows Catholic School set forth in this handbook are intended to provide a safe and secure Catholic learning environment for all the children who attend Our Lady of the Snows. It is the expectation of the school that all students and families will adhere to the policies and procedures as they are intended for the good of all students.

Also, it is imperative in a Catholic school environment that a spirit of trust, understanding, and cooperation exist between school and home in order for the children to be educated in a harmonious environment. With this in mind, it is important that families do not seek exceptions for their own children and support the policies as described in the handbook.

Should a situation arise that puts your family in conflict with school policy, please contact the Principal directly. Please understand, too, that although this handbook serves as a guide to ensure a safe and secure learning environment for all Our Lady of the Snows students, it is not all-inclusive.

Administration's Right to Amend Handbook

There are circumstances when rules and regulations need to be amended. Therefore, the administration of Our Lady of the Snows Catholic School retains the right to amend this handbook during the course of the school year. In the event that changes are made, parents will be notified in writing through regular home-school communication channels.

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www.ourladyofsnowschicago.org

Principal: Christina Avis
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Our Lady of the Snows Parish

4810 S. Leamington Ave.

Chicago, IL. 60638

Phone: (773) 582-2266

Fax: (773) 582-3363

www.ourladyofthesnowsparish.org

Pastor: Father Juan Luis Andrade
jandrade@archchicago.org

Faculty & Staff 2022-2023

School Administration & Staff

Christina Avis, Principal
Clarissa Delgado, Administrative Assistant
Kris Lox, Administrative Assistant
Juanita Ayala, Business Manager
Pat Gonzalez, Extended Day Program & Office Support Staff
Ana Nieves, FSP Lunch Provider

Faculty

Eighth grade - Kristen Yarka
Seventh Grade - Christopher Molek
Sixth grade - Jessica Torphy
Fourth & Fifth grade - David Mariotti
Third grade - Barb Tomala
Second grade - Christine Pflanz
First grade - Yolanda Leon
Kindergarten - Kelly Carrillo
Preschool - Gabriela Garcia
Preschool aide - Cynthia Vasquez
Aide - Rosalava Gutierrez
Spanish/Art/P.E. - Elizabeth Real

AGE OF ADMISSION

A child entering Our Lady of the Snows Catholic School must be in compliance with requirements of the State of Illinois regarding age admission.

- Preschool: Must be age three by September 1 of the school year in which they wish to enroll.
- Kindergarten: Must be age five by September 1 of the school year in which they wish to enroll.

ADMINISTRATION OF MEDICAL CANNABIS

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

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

ADMISSION POLICY

All students enrolling at Our Lady of the Snows Catholic School will need the following:

- A copy of the child’s birth certificate
- A Baptismal Certificate
- A record of compliance with city and state health requirements (see Health Records)
 - When a student is transferring from another school, the parent/guardian shall request the proper transfer and appropriate notification from the school previously attended.
 - Our Lady of the Snows School will, in turn, request all records from the former school, including health records and discipline records, to be transferred.
 - An interview with the principal for both parent and child will be necessary before the child can be enrolled.
- **New and transferred students will be subject to a one academic year probation period and maybe expelled from Our Lady of the Snows Catholic School for violation of any policy or procedure, or at the discretion of the Principal**
 - Please note that a student will not be allowed to enroll unless all financial obligations have been satisfied with the previous school.
- All school age children shall be eligible to apply for enrollment in Our Lady of the Snows Catholic School.
 - **Note that enrollment/admission priority will be given to children whose parents are registered members of Our Lady of the Snows Parish and/or to children who have siblings already enrolled in Our Lady of the Snows Catholic School.**
- Our Lady of the Snows Catholic School may admit students who are non-Catholic provided that they will not displace Catholic students. Both students and parents must understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.
- Final approval of enrollment will be the determination of the Principal.

ADMISSION POLICY (con't.)

Transfers In: Parents transferring children into Our Lady of the Snows Catholic School must present the following:

- A transfer form from the sending school
- Medical and dental records from the sending school
- The child's birth certificate and baptismal certificate
- A completed registration form, along with payment of registration fee
- Parents must also sign a release form authorizing the sending school to send us all official academic records.
- Certified copies of transfer students' records are requested within 14 days of enrollment.

All transfer students are on probation for one academic year. The academic and behavioral status and progress of the student will be evaluated and the results communicated to the parent.

- The child, based on academic and/or maturity level, may at some time during the probationary year, be placed in a higher or lower grade than that attended at the sending school.
 - This placement will be based on a school evaluation, which will be made known to the parent prior to placement.
- Should academic and/or behavioral problems arise and are unable to be remedied, the student will be transferred out of/expelled from Our Lady of the Snows Catholic School at the end of the trimester or when deemed necessary by the Principal.
- In case of a mid-year transfer, registration and book fees are non-refundable. A tuition liability will be prorated from the date of entry if necessary.
- Should space be limited, children will be placed on a waiting list by grade subject to the constraints of the admission policy. While on the waiting list, no fees are paid but a completed form must be on file.

Transfers will rarely be accepted for Grades 6, 7 and 8 and never without a background check of the incoming student. An interview between the student, parent, principal and/or teachers may be required regardless of grade level.

Transfers Out:

- It is the obligation of the parent to secure this information. Transfers will not be issued unless all the information below is supplied.
- No refunds will be given for tuition or fees paid. All fees, payments and parish obligations must be met before records will be sent.
- The school sends un-official records of students transferring out to other schools within 10 days of the request.

The following information is needed when requesting a transfer:

- Signed release form to send transcripts to the receiving school
- Name of the receiving school
- Complete address of the receiving school
- Contact person at the receiving school
- New address of the student
- Reason for transfer

ADMISSION POLICY (con't.)

Non-discrimination Policy:

- Our Lady of the Snows Catholic School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. Our Lady of the Snows Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.
- Our Lady of the Snows Catholic School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, scholarship programs, athletic or other school administered programs.
- In employment practices, the school shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

The school complies with applicable state and federal laws prohibiting discrimination, including, but not limited to:

The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.)

Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.)

Applicable sections of the Illinois School Code [105 ILCS 5]

Relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982) 23 ILL.

Admin. Code Part 425

Questions and or concerns regarding discrimination in admissions should be directed to the principal (if appropriate) the pastor and the Regional Director of the Office of Catholic Schools. Concerns regarding discrimination in hiring should be directed at the Human Resources Department of the Archdiocese of Chicago.

ADOPTION OF STATE REQUIREMENTS

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

AIDS POLICY

Our Lady of the Snows Catholic School follows the Archdiocesan policy with regards to the AIDS virus. A student with AIDS will not be denied entrance into the school.

ALLERGIES

Parents are obligated to notify the school if their child has allergies of any type.

ALTAR SERVERS

A boy or girl becomes eligible to train as an altar server when he/she is in fourth grade. Both the child and his/her parents must realize that this is not only a privilege but a responsibility he/she assumes in order to serve at Mass. If the child cannot serve when scheduled, it is his/her responsibility to get a substitute.

ASBESTOS

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

ATHLETICS

Our Lady of the Snows Athletics fosters the physical and moral well-being of the students through an extracurricular program in various sports. Representing our school in athletics is a responsibility as well as a privilege. The right to this privilege may be forfeited for poor scholastic achievement or misconduct or non-payment of tuition and fees. Students who participate in Our Lady of the Snows sports teams represent our school community and are expected to show good sportsmanship at all times.

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack.

ATTENDANCE POLICY

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

The regular school day begins at 7:50am and ends at 3:00pm. Students are required to be in school daily and arrive on time for school. On Wednesdays, students are dismissed at 2:00pm so teachers can engage in professional development.

Reporting Process

Absences

- Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at (773) 735-4810 or email office@ourladyofsnowschicago.org within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy.
- If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.
- A student absence will be excused if it is due to:
 - (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.
- Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused.
- Students whose absences are excused will be allowed to make up missed assignments.
- An unexcused absence is as an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Early Dismissal

- If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at (773) 735-4810. Students to be dismissed early from school will be picked up from the school office and sign the child out and log the reason and time of sign-out.
- **Should another adult need to pick up your child:**
 - **A parent/guardian must call the office and provide the full name of the adult picking up the child, and the adult must provide a photo ID upon picking up the child at school.**
 - No child will be allowed to leave the building early unless an authorized adult is present in the school office to sign the child out.

Excessive Absences

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences.

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

Medical and dental appointments should be made after school hours and/or on days when school is not in session.

Vacations

Family vacations while school is in session are strongly discouraged.

- Parents who elect to take children out of school for vacation must notify the Principal and homeroom teacher in writing no less than a week in advance. Exact days and dates must be included in the written notification.
- Parents who take family vacations while school is in session should not expect the teacher to provide class work in advance or special tutoring upon the student's return. o Lessons and assignments missed during these absences are the responsibility of the student once they return to school.

COVID-19 Vacation Guidelines

- We will follow the City of Chicago Travel Advisory for all schools, whether they are located in Chicago, Lake County or Cook County.
- Domestic Travel:
 - Fully vaccinated students/teachers/staff do not need post-travel COVID-19 testing or self-quarantines as long as they are not symptomatic and provide proof of vaccination.
 - Unvaccinated students/teachers/staff must follow the prevailing post-travel quarantine recommendations when traveling to Orange States. This currently means a 5 day quarantine OR proof of a negative test no earlier than 3-5 days after returning to Chicago (an individual must quarantine until a negative test result is received). A negative test = no quarantine required.
- International Travel:
 - Unvaccinated students/teachers/staff should stay home and self-quarantine for a full 5 days

- after travel
- ALL travelers should get tested for current COVID-19 infection viral test 3-5 days after arrival, self monitor for symptoms and isolate if symptoms arise

BACKGROUND CHECKS / VIRTUS TRAINING

All faculty and staff members of Our Lady of the Snows Catholic School undergo criminal background checks. Parents who volunteer to work with children are required by Archdiocesan guidelines to do the same. In addition, all staff members and school volunteers who work with the students must also attend Virtus training. (see Volunteers).

BREAKFAST

Breakfast is provided by FSP. It is served from 7:20am-7:45am. Breakfast is served **only** during this time frame.

BULLYING PREVENTION

We at Our Lady of the Snows Catholic School believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and is not tolerated in our school community.

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 may:

- place the student(s) 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 or student's academic performance;
- interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying acts or conduct described above can include but not limited to the following:

- **Physical** which includes, but is not limited to, physical contact, destruction of property, intimidation and written threats.
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication or social media;
- **Emotional** which includes, but is not limited to, intimidation, terrorizing, humiliating, manipulation, isolating, ostracizing and negative peer pressure
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as harassing, unwanted advances or remarks.

NO student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, or at school sponsored or school-sanctioned events or extracurricular activities.
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Our Lady of the Snows Catholic School community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment.

- Students are expected to participate in age appropriate educational programs developed by the

school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

CALENDAR UPDATES

Regular calendar updates will be sent home via email and/or our communication app, *Remind*. It is important that parents read the weekly updates and make note of any changes and revisions that are published.

CELL PHONES

Students may not have a cell phone on their person or in their desk during school hours (7:50am-3:00pm). Students may **not** use their phone on school property before and after school.

If a child brings a cell phone to school, the phone must be turned OFF once the child arrives at school.

- The phone must be given to the homeroom teacher to be stored. Should this rule be violated, the cell phone will be confiscated by the school and only returned to the student's parent/guardian.

CHAPERONES

Potential chaperones must have completed Virtus Training and have satisfied a Criminal Background Check before they can be considered as a chaperone for a school sponsored event or field trip.

- Asking to chaperone does not automatically entitle an individual to chaperone an event.
- Oftentimes more chaperones volunteer than are needed. As such, teachers and/or the Principal reserve the right to decline an offer to chaperone without explanation.

Chaperones for Field Trips

- If a child takes the bus with their class and a parent who is not chosen to be a chaperone opts to drive to the field trip location on their own, note that the parent will not be able to join the school group for any portion of the day due to liability and admission concerns.
- Similarly, if a child(ren) is/are absent from school on the day of the field trip and a parent chooses to drive the student(s) and themselves to the field trip location, note that neither the child(ren) nor the parent will be allowed to join our school group for any portion of the day due to liability and admission concerns.
- Moreover, if a child(ren) rides the bus to the field trip site, they must return to school on the bus.
- The option to drive to the field trip location separately from a school group cannot be used to circumvent Protection of Children & Youth requirements or school policy.

These policies and procedures are imposed not only for liability reasons, but more importantly to promote safety and security for our students, and thus allowing them to have a meaningful time on their trips.

CHILD ABUSE

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Neglect may include failure by a parent or guardian to provide necessary food, shelter, medical care, and school attendance.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect.

Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. The 24-hour DCFS hotline: 1-800-252-2878.

CHILD CUSTODY

The school abides by the provisions of the Family Educational Rights and Privacy Act with regards to parents' rights to access to their child's school records. All students are registered according to the child's legal name. The school also abides by the provisions of the Illinois law regarding the right of the non-custodial parent to his/her child's school records.

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. Any change of custody should be reported to the school with copies of the proper legal documents.

CLASSROOM VISITS

Neither parents nor guardians are permitted to visit their child(ren)'s classroom(s) without previously checking in at the school office and obtaining permission to do so.

- Out of respect for students and staff, instruction may not be interrupted to deliver items a student may have forgotten at home.
 - When it is necessary for a parent/guardian to bring materials to school, they are to deliver the item(s) to the office with the child's name and grade clearly marked on them.
 - The office staff will deliver the items to the proper classroom.
- If a child takes the bus with their class and a parent who is not chosen to be a chaperone opts to drive to the field trip location on their own, note that the parent will not be able to join the school group for any portion of the day due to liability and admission concerns.

COMMUNICATION

The school will communicate to families primarily through emails, newsletters, and phone calls. We ask that parents/guardians respond by reading all forms of written communication sent home and attend parent meetings and conferences.

- We ask that parent/guardians take an ambassador stance and positively represent Our Lady of the Snows School, whether in conversation or on social websites.
- Should parents/guardians receive email distribution lists for communicative reasons, using these lists to send an unsanctioned emails is respectfully not permitted.
- School liaisons, members of FSA, or "Room Parents" may be given emails and phone numbers to communicate important information or promote parent involvement.
- Should a question or concern arise, parents/guardians are asked to communicate directly with the school teacher or the principal.

CORPORAL PUNISHMENT

Corporal punishment in any form will not be tolerated when disciplining students at Our Lady of the Snows Catholic School.

CURRICULUM

Curriculum is a useful tool serving as a guide to reach common goals. Our Lady of the Snows School and

the Archdiocese have adopted the Common Core State Standards. Additionally, we have designed our curriculum to achieve the purpose of Catholic Education and our goals are:

1. To provide students with opportunities to develop moral and spiritual values as well as ethical standards of conduct and integrity.
2. To provide students with tools to think constructively, to inquire, to reason independently, to be creative, to solve problems and to accept responsibility for self-evaluation and self-instruction.
3. To foster in our students a sense of responsibility as individuals and as members of family, community and world.
4. Our Lady of the Snows School provides instruction in the Language Arts, Mathematics, Physical and Social Sciences, Fine Arts, Technology, and Physical Education and health.

DAILY BELL SCHEDULE

The following Bell Schedule is the default full day bell schedule. The School Office will notify families of any exceptions.

| | |
|-------------------------|--|
| 7:30am | School doors open and FSP Breakfast served |
| 7:50am | First bell; Morning announcements & Prayer in Parking Lot |
| 8:00am | Tardy bell |
| 11:15am – 1:00pm | Lunch & Recess |
| 2:50pm | PreSchool & Kindergarten Dismissal |
| 3:00pm | Dismissal |

- Children should not arrive at school before 7:30am unless they are in Before School Care, and should leave the campus at 3:00pm when they are dismissed unless they are in Extended Day Care.
- Students who walk home must have a signed permission slip to do so on file in the office.
- Adults and students must obey traffic, parking and all safety regulations during arrivals and dismissals. Please see the notes under Traffic Safety.

CRISIS DRILLS

Our Lady of the Snows Catholic School conducts crisis drills that help the students and staff to prepare for emergencies. During times of possible danger, parents may pick up their children at any time, but are required to sign the child out with school personnel.

CODE OF CONDUCT

Behavior regulations at Our Lady of the Snows Catholic School are founded upon the mutual respect children and adult members of the school community must have for one another. Since the development and formation of self-discipline and respect for all is the goal of the school program, we expect Our Lady of the Snows students to conduct themselves in a refined, courteous manner and serve as a model for Christ-like behavior. Discipline procedures are based on correcting a student's behavior should it be inappropriate, disrespectful, or unsafe for the student or other students.

Code of Conduct:

In order to maintain a safe and orderly school environment and community in which all persons feel safe and respected, Our Lady of the Snows students may not:

- Display any behavior that is disruptive to the classroom instruction.
- Display any type of bullying behaviors (see Bullying).

- Fight or engage in activity that resembles fighting, including play that resembles fighting.
- Intimidate another person in any manner and/or using threatening language for the purpose of intimidation. This includes cyber-bullying.
- Display any type of gang behavior, including flashing gang signs, tagging or writing/drawing gang markings in books, notebook, or other property.
- Run and/or make excessive noise in the school hallways and buildings that causes an interruption to learning.
- Damage another student's personal property or school property or participate in any type of vandalism.
- Leave the school grounds without permission.
- Once a student has arrived at school, he/she may not leave without a parent signing the student out.
- Swear or use God's name in vain; use any type of racial or inflammatory slurs.
- Forge, cheat, steal, and/or copy the work of another student.
- Display or be involved with any type of sexual harassment and/or inappropriate sexual behavior (see Sexual Harassment)
- Be in possession of and/or use drugs, alcohol, tobacco products, matches, cigarette lighters, etc., in the school building or at any school function.
- Be in possession of a weapon of any kind.
- Note that this is not an exhaustive list.

Consequences:

Any violation of the school's code of conduct is serious. Therefore, a breach of the code, depending on the situation and age of the student, will result in any of the following consequences depending upon the severity of the offense as determined by the School Principal:

- Warning.
- Time-out either in the classroom or principal's office.
- Coaching sessions after school.
- Suspension from school — this may include In-house Suspension, which includes suspension from any school sponsored extracurricular activities.
- Expulsion for repeat and/or serious breaches in the code of conduct.
- Parents will be informed when it becomes necessary to invoke one of the consequences.

Disciplinary Action Involving Local Law Enforcement:

- **Students who are in possession of any type of weapon, knife, alcohol, marijuana or narcotic on school or parish grounds will be recommended for expulsion from the school and the Chicago Police Department will be notified. Parents will also be contacted immediately.**

DEMERITS/COACHING SESSIONS

- Students in grades 5-8 will receive demerits, a written warning, for misbehavior.
- If a child receives 5 demerits within one trimester, the child will have to attend a 1 hour coaching session with his/her teacher after school. If misbehavior continues, there will be a conference with the parents and teacher. If a child receives 3 coaching sessions in a trimester, parents will be called in to have a conference with the student, teacher(s), and principal.

DRUGS, ALCOHOL & TOBACCO PREVENTION POLICY

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of

children, Our Lady of the Snows School has a fundamental legal and moral obligation to prevent drug use and to maintain an educational environment, which is drug free.

- Under no circumstances will the possession, sale or use of alcohol or any illegal drugs by students be condoned or tolerated. This would include possession, sale or use in school, on school grounds, or at school sponsored events.
- Under no circumstances will students be permitted to smoke, vape or use any type of tobacco products in school, on the school grounds, or at school-sponsored events.
- Students suspected to be in violation of this policy would be subject to the following procedures:
 - Suspension school pending investigation.
 - Conference with principal, parents, child, pastor, and other appropriate persons. Confidentiality will be maintained.
 - If the violation is founded, professional evaluation, and if necessary, treatment shall be provided by the parent or guardian.
 - Based upon the nature of the particular situation, suspension from school may continue pending treatment.
 - If pastoral or rehabilitative measures have been exhausted with little or no success, the principal may choose continued suspension and/or expulsion. (In extreme or special circumstances expulsion may be considered earlier in the process.)
 - Police notification shall be made at the appropriate time, as directed by law.
 - Mitigating circumstances warrant differences in procedures. This would include, but not be limited to the following: first offense, age, seriousness of offense, prior conduct, cooperation of parents, attitude of student, initial success of rehabilitative measures, etc.

EARLY DISMISSAL

Should it become necessary to take a child out of school prior to dismissal, a parent or an adult who has been previously authorized by the parent (ID required) must report to the office and sign the student out.

- Once on campus, a child is not allowed to leave the site unattended and without being signed out following the procedure described above.
- A written request from parents/guardians stating the reason for early dismissal is to be submitted to the homeroom teacher and ahead of time. The note, in turn, will be sent to the School Office for notification and approval.
 - In cases of emergency, the office should be contacted directly regarding an early dismissal.

PERSONAL ELECTRONIC DEVICES – USAGE IN SCHOOL

- Personal electronic devices such as iPads, Kindles, iPods, and Smartwatches are not allowed in the classroom unless permitted by the Principal.
- The school is not responsible for damaged or stolen personal devices brought to school.

ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES

- All student-athlete classroom work, progress reports and report cards will be checked regularly by teachers and the School Principal. If, at any time, a student-athlete is carrying a failing average in any subject, they will be suspended from playing or practicing their sport until which time the student earns a passing average. For these situations, the Principal will the coach, who will then notify the parent when an athlete becomes ineligible.
- Once deemed as passing all classes by teachers and the Principal, the student-athlete will regain their eligibility. Notification of re-eligibility will happen through the channels described above.

- Ineligible student-athletes may not practice with their team and but may attend games in street clothes.
- As determined by the School Principal and/or Pastor, any student-athlete involved in any disciplinary action will be ineligible to play in any game or match. Reinstatement will be at the discretion of the School Principal and/or Pastor.
 - These eligibility requirements may be adjusted accordingly for students with special needs.

EMERGENCY INFORMATION

The Emergency Contact forms must be returned to school within the first week. Family contact numbers must be kept current for the safety of the child. It is the responsibility of the parent to inform the school should the emergency contact information need to be updated.

- It is essential that, should a need arise, we are able to contact a parent or designated adult. Hospitals will refuse to treat a child in a non-life-threatening situation without the signature of a parent who must come to the hospital.
- If a child becomes ill, a parent or designated adult must be contacted to come and take the child home.
- Should a parent not be able to be contacted in the case of a medical emergency, the secretary will contact the parties listed on the Emergency Contact form. Please make sure when you list an individual, that the person has written authority to authorize medical care for your child.

EXTENDED DAY

The Our Lady of the Snows Extended Day Program provides safe and nurturing childcare before and after school hours. Before Care begins at 6:45am and goes to 7:45am. Extended Day begins at 3:00pm and goes to 5:45pm; begins at 2:00pm on Wednesdays. The Extended Day Program is under the direction of the Our Lady of the Snows School Administration. Participation in the program is restricted to students at Our Lady of the Snows School.

- Any student not picked up by 3:10pm will be sent to Extended Day. Payment will be required for this service.

Hourly Fees:

- Before School Care is \$5 per family each day that the service is used (arrival before 7:30am)
- \$8.00 per hour for one child
- \$10.00 per hour for 2 children
- \$12.00 per hour for 3+ children

If students are not picked up by 5:45pm, the charge is \$2.00 per minute after 5:45pm.

There will be NO after school child care on early dismissal days. There will be NO childcare on days when school is not in session.

Extended Day is billed on the 15th of each month. Payment is deducted from your FACTS account on the last business day of the month.

EXTRACURRICULAR/ENRICHMENT ACTIVITIES

The school reserves the right to grant or refuse permission for a child to participate in any extracurricular activity, including school sponsored athletic activities and school field trips. Students who participate in

school related activities outside of the school are serving as representatives of the school, therefore, the school behavior code and expectations for behavior must be followed at all times.

- Note that only students who are academically and behaviorally in good standing will be allowed to participate in extracurricular activities sponsored by the school.
- Also note that only students whose financial obligations to Our Lady of the Snows Catholic School are up to date will be allowed to participate in school extracurricular activities.

FIELD TRIPS

Field trips are important and enriching educational experiences and constitute the learning activities of that day. If the child(ren) does/does not participate in the scheduled event, they will be recorded as being absent from school. The school will make every effort to ensure that all students can participate.

- **A signed consent form from a parent/guardian must be obtained before a child is permitted to leave the school for any type of field trip.**
- Field trips are privileges afforded to students to expand their classroom education. However, the school reserves the right to deny participation of a student should he/she fail to meet academic and/or behavioral expectations.
- If a student cannot attend the trip, no portion of the field trip payment can be refunded. If behavior on the day of the trip causes the student to be excluded, no fees will be refunded.

GANG PREVENTION POLICY

All students have a right to attend school in an environment conducive to learning. Street gang membership and similar activities interfere with both effective learning and the healthy development of children. Our Lady of the Snows School has a fundamental legal and moral obligation to prevent gang involvement by any of its students.

- Under no circumstances will gang membership, or even the display of gang membership (e.g./clothing, appearance etc.) be condoned or tolerated. Students suspected to be in violation of our stated policy may be subject to the following procedures.
 - Suspension from school pending investigation.
 - Possible police action.
 - Expulsion if gang membership is determined.

GRADUATION REQUIREMENTS

The following graduation requirements must be satisfied before a diploma will be issued:

- A student must have completed all academic work with passing marks and/or have the written approval of the school Principal.
- Tuition, book fees, fundraising, service hours and graduation fees must be paid in full prior to the Eighth Grade Ribbon Day and all school materials must be returned in good order.
- Graduation requirements are in compliance with the Illinois State Education Code.

Diploma Requirements:

Students who graduate from Our Lady of the Snows Catholic School must earn their diploma through a desire to achieve their best.

- In order for an eighth grade student to receive an official diploma, he or she must earn a 70% overall average for the year. Students who fail to fulfill this requirement will not receive an official diploma at graduation but rather will receive an unofficial certificate of completion of Elementary Education. Upon validation of summer school class or make up work completed, the student will receive an official diploma in exchange for the certificate received at graduation.

GRADING

Grades Preschool-1st grade use various forms of assessment, in which students are given a score based on their mastery of a particular skill/area.

Grades 2nd & 3rd use various forms of assessment that adhere to the grading scale below.

| | |
|----------|---------------------|
| A | 93-100 |
| B | 85-92 |
| C | 76-84 |
| D | 70-75 |
| U | 69 and below |

Grades 4th-8th use the grading scale below for all subject areas, including Specials.

| | | | |
|-----------|---------------|-----------|---------------------|
| A+ | 99-100 | C+ | 83-84 |
| A | 95-98 | C | 79-82 |
| A- | 93-94 | C- | 77-78 |
| B+ | 91-92 | D+ | 75-76 |
| B | 87-90 | D | 71-74 |
| B- | 85-86 | D- | 69-70 |
| U | | | 68 and below |

Hair Styles

- Information required for registration shall include assurances of compliance (i) with federal and State laws regarding health examination and immunization, attendance, length of term, and nondiscrimination, including assurances that the school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, and (ii) with applicable fire and health safety requirements.
- Any school that has obtained or seeks to obtain recognition status under this Section may not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Head Lice

- Head lice is not a disease, but is a nuisance. Infestation caused by head lice occurs in students of all ages. Most commonly head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been

contaminated with the lice (hairbrushes, combs, shared clothing or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on infested person(s) or clothing.

- Exclusion from and Return to School:
 - Those who have become infested with head lice are to be excluded from school until proof of treatment is presented to the school principal.
 - Parents are advised to seek treatment for their child/ren from either their family physician or through over-the-counter medicated shampoo recommended by a pharmacist.
 - The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the child/ren have been treated.

Honor Roll

Honor Roll is awarded to students that have an average GPA that meets the criteria of the below categories.

2nd & 3rd Grade

- First Honors - All A's and one B
- Second Honors - All A's and B's

4th-8th Grade

| | | |
|------------------|-------------|---------|
| Principal's List | High Honors | Honors |
| 4.0-4.3 | 3.5-3.9 | 3.0-3.4 |

Homework

Homework is an extension of the classroom experience to enrich or reinforce learning. The amount and kind will vary according to the child's age.

The purpose of homework is to support the following:

- Remediation: to aid in improving concepts learned or understanding material taught;
- Reinforcement: to build on and provide practice in learned concepts;
- Enrichment: to expand areas of learned concepts.

It is expected that:

- All children will complete homework to the best of their ability.
- Students will stay organized with the provided assignment notebook and grow in self-discipline and responsibility.
- Students will come to class with the necessary materials and assignments.
- Parents provide a space in which the child can do homework as free from distraction as possible.
- Parents are encouraged to engage with their children during homework time.

Missed work:

- Students are not penalized for late work due to a verified absence (phone call and documentation from a parent/guardian).
 - 5-8: If a student misses an assignment due to absence, it is his or her responsibility to speak with their teachers to find out what was missed and how to make it up.
 - PreK-4: If a student misses an assignment due to absence, the child's teachers will provide the

missing work. It is the child's responsibility to complete the work.

- *Do not call the school office to request student assignments. You must communicate with the classroom teacher.*
- Upon return of an absence, children will be given the number of school days equal to the number of absent days to complete missed assignments upon his/her return to school.
- All missing assignments and tests are to be made up upon return to school.
- If the nature of the work precludes it being "made up" (demonstration, presentation, recitation, etc.) the teacher will afford the opportunity for the student to do a comparable assignment.

INCIDENTS

All accidents are to be reported to the school office immediately. The office administrative assistant will attend to the injured and in serious matters, record all details of the incident. Every attempt will be made to communicate with parents/guardians regarding the injury of his/her child. Regardless, for serious situations, 911 will be called, requesting an ambulance be dispatched. **Note that the school cannot give permission to a hospital for a procedure or care; therefore, it is essential that Emergency Contact Information on hand in the School Office be accurate, complete and current.** Also note, the school does not assume the financial responsibility of the parent to provide insurance for their children.

INCLEMENT WEATHER/SCHOOL CLOSURE

On some occasions, the principal may decide to close the school due to severe weather conditions or an emergency situation. In addition to notifying school families via *Remind*, the website and Facebook, school closings will be announced on radio stations: WMAQ/670 AM, WGN/720 AM, WBBM/780 AM and 102 FM.

School closings will also be announced on ABC Channel 7, NBC Channel 5, CBS Channel 2 and online at www.emergencyclosings.com.

INTERNET/TECHNOLOGY USE - ACCEPTABLE USE OF TECHNOLOGY POLICY

Technology and Internet use at Our Lady of the Snows Catholic School is a privilege provided strictly for use in school-related activities.

- **Students will only use software and programs approved by their teacher. Students are not allowed to access social media or personal email accounts.**
- The school will also be monitoring related issues such as privacy, software uses, copyright laws, and email etiquette.
- Through the use of filtering software, inappropriate and objectionable content is blocked by the school to the best of their ability.
- Unintentional discovery of inappropriate material should be reported to a faculty/staff member immediately by the student.
- Since Our Lady of the Snows owns all the technology equipment in the school, it also owns any information contained on the equipment. Student work may be monitored or inspected at any time.
- The misuse of the Internet could result in loss of access privileges, result in disciplinary action, as well as have possible monetary and/or legal consequences.

Use of technology resources that are prohibited include, but are not limited to:

- Attempt to access files or folders of others
- Using a school computer without knowledge/approval of school personnel responsible for the computer
- Changing or attempting to alter any configuration, program, or password on any computer
- Downloading, installing or storing software on a school computer without approval of appropriate school personnel

- Attempting any unauthorized access, including hacking any computer system in order to bypass filters or firewalls
- Accessing, downloading, uploading or sharing inappropriate material (violence, nudity, gambling, hate, racism, etc.)
- Violating copyright laws
- Plagiarizing information- which is representing information found on the Internet as if it were your own
- Using inappropriate language, pictures, and gestures in any form on the Internet
- Using school technology resources for financial gain, illegal activity, political purposes or for making unauthorized purchases
- Giving out personal information such as name, address, telephone number, credit card number, pictures, etc.
- Deliberate damage to computer equipment, printers, network, etc.
- Accessing or attempting to access another person's files without the other person's permission
- Cyber bullying, which is defined as using technology to hurt, threaten, harass or be cruel to another person
- Unauthorized use of social networking sites, such as Snapchat, Facebook, Instagram, Twitter, and others
- Engaging in any activity on the computer that violates a school rule or a local, state, or federal law

Parents/guardians are responsible for any damage caused by a student's inappropriate use of the Internet or misuse of his/her Chromebook, including its damage. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family. The school is not responsible for any damages the student may incur, including loss of data. The school is also not responsible for the accuracy or quality of any information obtained through any school Internet connection.

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

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

(105 ILCS 75/15)

Sec. 15. Notification. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. An elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

At the beginning of each school year, parents/guardians and students must read and sign the Our Lady of the Snows Policy for the Acceptable Use of Technology before students will have access to the school's technology resources. The school may withdraw this access at any time.

Should a student violate any of the above guidelines, a student's use of the Internet and/or other forms of technology will be subject to disciplinary action which could lead to suspension.

LUNCH PROGRAM

Our Lady of the Snows Catholic School offers a hot lunch program for those students who wish to participate. Hot lunches may be ordered monthly through FSP, the school lunch provider.

- Mark lunch bags and lunch boxes with the child's name and grade to avoid confusion over lunch boxes and lost lunches.
- **Any "fast food" lunches, such as McDonald's or Subway, are not allowed at school; no exceptions will be permitted.**
- When determining a treat for birthdays, a small item for each student is sufficient.
 - Check with your child's teacher to become aware of any classmates who may have food allergies.
 - All items must be store bought and include nutrition labels.
 - Our Lady of the Snows' Safe Snack List
- Proper behavior, respect for the lunch supervisors and food service staff, and following procedures is expected at all times.

MASS

As the Mass is the very heart of our Catholic faith, it is the expectation that all students attend Mass on Sunday with their families.

- Grades Preschool through Grade 8 will attend mass every Thursday at 8:30am.
- Special Masses and Prayer Services activities are planned throughout the year and are included in the school calendar.

MEDICAL/DENTAL

The State of Illinois requires every student to have a complete physical exam when entering preschool, kindergarten, and sixth grade.

- Immunization records of all students must be current. Students whose records are not up to date will be excluded from school until the records are in order.
- Diabetes screening is to be completed on all school physicals.
- All children entering Kindergarten or first grade for the first time are required to have an eye examination.
- Each child in Kindergarten, second grade and sixth grade must present to the school proof of having been examined by a dentist. The exam must take place within 18 months prior to May 15 of the school year.

Health Records: The following records are required by IL State Regulations:

- **Examinations:** The State of Illinois requires every child entering school for the first time in kindergarten

or grade one, and all sixth grade students to have a complete medical and dental examination within a year of the first day of school.

- **Immunizations:** Illinois State law requires every child's parents/guardians to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school.
- **Proof of Immunity:** The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Mumps and Rubella.
- **School Exclusion:** According to Illinois law, any child whose parent/guardian has not presented proof of required health examinations and immunizations shall be excluded from school. Parents must meet these requirements by October 15. After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parent. (see Medical/Dental)

See **RESTRICTED ATTENDANCE** for instances when students may need to stay home from school for medical reasons.

MEDICATION ADMINISTRATION

Parents must notify the school office if their child is taking prescription medication of any kind either at home or at school.

- Medication may not be administered to students by school personnel without expressed written permission by a parent or guardian, substantiated by a doctor's Medication Authorization Form.
 - Administering medication at school will be permitted on an exception basis when all other alternative options have been exhausted.
 - The school allows the self-administration and/or self-carry of asthma/diabetes/seizure medication and Epi injectors upon receipt of the necessary documents.
- Otherwise, it is the responsibility of the parent/guardian to administer medication that is needed by a student during school hours.
- Parents must fill out a self-medication form each year if their child is taking medication during the school day. Including EpiPens.

MENTAL HEALTH PROTOCOLS AND ASSESSMENTS

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

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

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

- a. Treat information received from the student/family/treating medical provider confidentially.
- b. All documentation should be faxed or emailed to the attention of the principal or school designee.

POST-ASSESSMENT FOLLOW UP

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

MONEY

All monies sent to school with a student should be enclosed in an envelope with the student's name, room number, and a labeled description.

- Monies should be in an exact amount.

- Field Trips may only be paid for in cash.
- If not properly labeled, money will be returned home with the child.

MUSIC

Our Lady of the Snows School offers Band for 4th graders and up. Practice times and fees are determined by school administration and the band instructor.

NON DISCRIMINATION STATEMENTS

Our Lady of the Snows School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school and/or not accept registration for the next school year.

- Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of, or threats to the faculty, administration, staff, students and/or volunteers of the school.
- Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.
- Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:
 - schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
 - conduct school business with the other parent/guardian of the student.
- When, in the judgment of the principal, as confirmed by the pastor and the Office of Catholic School Regional Director, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:
 - inform the parent/guardians of their right to be present on school grounds is temporarily or permanently suspended;
 - dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

PARENT-TEACHER COMMUNICATION

- Two times during the school year, the parents are required to meet with their child's teacher. These conferences are after the first and second trimesters. Attendance is necessary for success.
- Progress reports are sent home at the halfway point of each trimester. Grades are always available for immediate viewing in *Powerschool*.
- Newsletters from the teachers are sent home weekly.

- Newsletters from the principal are sent home weekly.
- Encourage your child to bring home all correspondence so you are informed of school events, classroom assignments, field trips, changes in the calendar, etc.
 - Since weekly newsletters are sent, it is your responsibility to read the information included.

PHYSICAL EDUCATION

On the day of their Gym elective, students must have the prescribed attire and shoes to take part in class.

SEE UNIFORM.

- If a child is unable to participate in the PE program for medical reasons, a parent or guardian must send a doctor's note to the school office.

PUBLICITY

Pictures and videos of school activities may be used for publicity on the school's website, Facebook page, and in the local newspapers and television stations. If a parent does not want his/her child's photograph to be used in media publications, this must be stated in the Photo Release Form.

RELIGION

- The specific mission of a Catholic School is to instruct the children in the light of the Gospel message. Teachers instruct the children as partners of the parents. In the light of the teachings of Vatican II, the Church is keenly aware of the grave obligation parents have as "the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it." (Declaration on Christian Education, Vatican II)
- Catholic education, of itself, is less important in helping our students grow towards maturity in faith than the parents' practice of the Catholic faith. Unless religion is discussed, witnessed to, lived and reinforced at home, it becomes simply another academic subject.
- The Church reminds parents of the serious duty which is theirs, especially in the preparation of their child for the reception of the sacraments. Administration, the priests and faculty encourage you, the parents, to take an active and responsible role in the formation of your child through weekly attendance at Mass, family discussion, and involvement in parish activities.
- Your example as Christian adults and your involvement with your child during the formal preparation for the sacraments is critically important. To assist you in this responsibility we will provide sessions to help you in your continuing education as adults. Your participation in these sessions is a requirement for your child to celebrate the sacraments.
- All-school masses are held weekly on Fridays at 8:30; families are always welcome. This is a good experience for students to share their love for God and one another by planning and participating in the liturgy through readings, prayer and song. It does not meet the Sunday obligation for Mass attendance.

REPORT CARDS & PROGRESS REPORTS

- Report cards are issued three times yearly.
- In addition to report cards that are given at the end of each trimester, Our Lady of the Snows Catholic School has incorporated mid-trimester progress reports to ensure parents are informed of their child's progress in a timely manner. The progress reports are to be signed and returned to the teacher within three days of distribution.
- Note that report cards will not be made available to parents or guardians should their financial obligation to the school be in arrears.
- At any time during the school year, a parent or guardian may request to meet with his/her child's

teacher, if there is a concern. Appointments for conferences may be made directly with the child's teacher.

RESTRICTED ATTENDANCE

- In instances of a communicable condition (lice, measles, etc.), the student will be removed from class until the school receives, in writing, a note from the family doctor or treating physician that the child may return with no resultant threat to the student population. The classroom teacher may make alternate work available to keep the student up to date on class work.
- Parents/guardians are to contact the office to arrange to pick up student work. Physical impairments (broken bones, operations, etc.), will likewise require a note from the treating physician as to restrictions on activities that may aggravate the condition and offering some indication as to how long the restriction may be in effect.

RETENTION

Retention is a viable and necessary option for some students.

In accordance with Office of Catholic Schools policy,

“A student is retained only if adequate evaluation and documentation indicates the student will benefit from retention. Retention must have prior approval of the principal and be accepted in writing by the parents/guardian. If the parent/guardian refuses to have the student retained, this fact should be in writing prior to promotion. The parent/guardian must not be forced to choose between retention and transfer to another school. Absence in itself is an unacceptable cause for retention if the student demonstrates the mastery of the appropriate essential goals and objectives.”

- Should a teacher and/or parent feel that retention of a child would be beneficial to the child, they should meet several times during the course of the year and discuss the child's attitude and academic and social progress. Ordinarily, the final decision to promote or retain a student should be a cooperative consisting of parents along with the student, teacher and principal.
- If a child needs to be retained, it is most beneficial to the child if this action is taken in the Primary Grades.
- No 8th Grade student will be matriculated to high school without meeting minimum academic proficiency.

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS

All volunteers are required to complete the following before being able to work with children or chaperone any student activity or function.

- Criminal Background Screening
- Virtus Training
- Read and sign the Code of Conduct Form
- Complete the CANTS Form

SCHOOL INCIDENT REPORTING SYSTEM (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by

schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

Searches of School Property: All property of the school, including student desks, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, bookbags, purses, or articles of clothing that are left unattended on the school campus.

Searches of Student's Person and Personal Property: The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

SEXUAL HARASSMENT STATEMENT

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, by a parent to a teacher or student, or by one student to another student is not acceptable conduct. Employees, parents or students who engage in any type of sexual harassment, including harassment involving technology, will be subject to appropriate discipline, including suspension and/or expulsion.

- In any case of suspected or intentional sexual harassment, the school will gather the facts regarding all allegations of sexual harassment in as prompt and confidential manner as possible and take appropriate corrective action as deemed necessary.
- 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, legal, or police action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SCHOOL OFFICE HOURS

The school office opens at 8:00am each school day morning and closes at 4:00pm. During the school day, visitors may only enter at the school through the Main Entrance off of Leamington.

- All visitors, including parents, and guardians, must always report to the school office. The proper procedure is:
 - Ring the bell and state your name and reason for being at the school

STANDARDIZED TESTING

Students in grades K through 8 take the i-Ready Diagnostic Exam three times during the school year. The dates for the i-Ready Diagnostic Exams will be communicated to parents during the year.

This standardized exam is recommended and endorsed by the Office of Catholic Education. Results of these tests will be communicated to the parents and filed in the child's school file.

STUDENT RECORDS

Our Lady of the Snows School keeps a permanent record of each student's grades, attendance, and tests results.

The Confidentiality of Records Act was signed into law in 1974. This act provides access on the part of

parents to student records maintained by an educational institution. All requests for school records must:

- Be in writing; State the specific record desired; and State the reason for the request

Within five days of the receipt of the request an appointment will be made with one of the authorized school personnel to interpret the record for the parent.

- Parents should notify the school in cases of a change of address or telephone number. Because it is occasionally imperative to contact a parent immediately, the school must have an up to date file on business and emergency phone numbers as well as home information.
- Parents who will be moving during the school year or at the end of the year should notify the school office at least one week prior to the date the child(ren) will be leaving. This notice will give sufficient time for the school to complete work on the child's file and prepare the needed transfer.

Missing Persons Records Act:

Our Lady of the Snows School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

SHADOW DAYS

7th & 8th Grade students should make every attempt to schedule a high school shadow day on a date when Our Lady of the Snows Catholic School is not in session. Students should contact the high school ahead of time to make arrangements to shadow. See the school calendar for days we are not in session.

If an 8th grader wishes to shadow on a day when Our Lady of the Snows is in session, they may do so one time and the day off will be an excused absence.

- Students must first seek the approval of their teachers prior to taking off to ensure that no critical assignments and/or tests will be missed.
- Students who are missing assignments or whose grades need improvement will not be allowed to take off school to shadow.
- If a 7th grader wishes to shadow on a day when Our Lady of the Snows is in session, without seeking the approval of their teachers, this day off will be considered an unexcused absence on their attendance record.
 - Note that shadowing is NOT a dress down day. Students represent Our Lady of the Snows and as such, should dress appropriately.
 - No shorts, t-shirts, sweatshirts, jeans or gym shoes

TARDINESS

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after morning meeting at 7:50am (announcements, prayer, and pledge), meaning the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

- If a child(ren) is/are late, the student will be marked tardy in PowerSchool.
- This applies to students in all grades (Preschool through 8).
- Parents are not permitted to escort their children to their classroom.
- A note from home will not excuse a tardy being recorded on a student's attendance record. The only exception would be for a medical reason and would require a note from a doctor or dentist.

TEACHER/PARENT CONFERENCES

Scheduled teacher/parent conferences will be held in the Fall (November) and Spring (March). If at any other time, you wish to meet with your child's teacher, please make an appointment ahead of time in order to give both parties an opportunity to prepare for the meeting.

- In the case of an emergency and when contacting the teacher is not possible, please take your concerns to the school principal, who will intercede and contact your child's teacher.
- Parents and guardians are not allowed to show up to a classroom unannounced at any time for an impromptu conference.
- Similarly, parents and guardians are asked not to interrupt a teacher for an impromptu conference while they are managing their class in line, outside of the classroom.
- Student safety is paramount and a teacher should not be distracted from watching their class.

TEACHER QUALIFICATIONS

All full and part-time teaching faculty members meet the requirements and qualifications required by the Archdiocese of Chicago.

TEXTBOOKS

Students are responsible for books assigned to them. If a book is damaged or lost, the parent or guardian will be billed for the replacement cost.

TRAFFIC SAFETY

- It is expected that pupils who travel main thoroughfares use one of these intersections in order to insure their safety
- Please report any safety concerns directly to the principal, including reports of someone attempting to move the barriers that are used to block off the parking lot during the time children are present.
- It is necessary that parents & students understand, observe, and obey the following traffic safety regulations:

Arrival

- PreK-8th grade parents will drop off their children in front of the Parish Hall/Lunchroom off of Laramie Ave.
 - Students that arrive for Extended Day Before School Care will enter the building off on Laramie Ave.
- No parents are allowed in the building with their children. Parents that wish to go to the Main Office, must enter through the Main Entrance doors off of Leamington.

Dismissal

- PreK-Kindergarten parents will pick up their children in front of the Main Entrance off of Leamington Ave.
 - PreK and Kindergarten are dismissed at 2:50pm
 - Kindergarten is dismissed at 2:50pm
- 1st-8th grade parents will pick up their children in front of the Parish Hall/Lunchroom off of Laramie Ave.
 - 1st-8th grade is dismissed at 3:00pm
- Parents that have students in multiple grade levels MUST pick up their children at the spot designated for their grade level(s).
- DO NOT enter the parking lot. No parents are allowed in the building with their children. Parents that wish to go to the Main Office, must enter through the Main Entrance doors off of Leamington.
- Park in a single file line on the side of the street closest to the school when picking up your

child off of Leamington or Laramie.

TRUANCY

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action. Truancy also includes a student leaving the school grounds once he/she arrives at the school.

TUITION & ATTENDANCE INTERRUPTION

Our Lady of the Snows Catholic School will exclude students from school due to a family's unpaid financial obligations. There are scholarships and financial aid available, and Our Lady of the Snows Parish helps enormously to support the school in numerous ways. To meet our own financial obligations of salary, utilities, supplies, educational resources, and more, each family at Our Lady of the Snows must financially support the school.

TUITION MANAGEMENT (FACTS)

Our Lady of the Snows School uses FACTS, a tuition management company to manage the collection of student/family tuition. Should you have a question regarding your tuition payment, contact the School Office. You can also reach a representative of the company at FACTS Management Company at (866) 441-4637.

UNIFORM DRESS CODE

Appearance:

Proper grooming is expected of each student. Uniforms must be neat and clean and without holes. Failure to comply with the uniform dress code and or the gym uniform dress code will result in the child being sent to the office to contact their parent/guardian in order to request a proper change of clothes be brought to school.

- It is the responsibility of parents and guardians to ensure that their children are in proper uniform attire each school day.
- Dress-down Days will be announced ahead of time.
- All pants and shorts must fit around the waist.
- Belts are to be worn with pants.
- Polo/dress shirts must be tucked into pants or skirts at all times.
- Yoga pants are not to be worn while in school or at school events.
- Distracting haircuts, including hair coloring of any type, are not acceptable. They become a distraction for the student as well as for those around them. Inappropriate haircuts will need to be adjusted before a student will be allowed to return to school. For boys, hair must not hang in the student's eyes nor can it be below the collar in the back.
- No facial piercings or visible tattoos are permitted.
- Make-up is not allowed to be worn at school and may not be brought to school.
- Nail polish is not allowed to be worn nor brought to school.
- Students are not to wear decorative jewelry with their uniform, including hoop or dangle earrings. While in school, girls are limited to one earring per ear and boys are not allowed to wear earrings at all. Simple chains or crosses may be worn to school as well as wrist watches.
- Bows or scrunchies must be uniform colors. Animal ear headbands are not permitted.
- The only necklaces allowed in school must be of a religious nature (eg. scapulars, crosses). No ankle

jewelry of any sort is allowed.

- Leg warmers may be worn to and from school in the cold weather. They must be removed and not worn in the classroom.

Ordinarily, students are to be in full uniform starting the first week of school until the last full week of school. The principal will communicate exceptions to this rule. Kindergarten children also wear the uniform. Uniform shorts may be worn when the temperature outside is 80 degrees or above.

Preschool students are not required to wear the school uniform, but should be dressed in appropriate school attire.

School uniforms can be purchased at Schoolbelles using our school code: **S0459**.

Girls: Kindergarten & Grades 1-3

- **Red plaid jumper, or black uniform/dress pants, white polo/dress shirt, ALL black rubber non-skid shoes with black, red, or white socks or tights. Red uniform vest, cardigan, quarter zip, or fleece sweaters when necessary.**
 - **Pants must be worn with a black or brown belt.**

Girls: Grades 4-8

- **Uniform skirt or black uniform/dress pants, white polo/dress shirt, ALL black rubber non-skid shoes with black, red, or white socks or tights. Red uniform vest, cardigan, quarter zip, or fleece sweaters when necessary.**
 - **Pants must be worn with a black or brown belt.**
- **Grade 8 ONLY is allowed to wear a solid black, red, or uniform plaid tie.**

Boys: Kindergarten & Grades 1-3

- **Black uniform pants with a belt, white polo/dress shirt, ALL black rubber non-skid shoes. Red uniform vest, quarter zip, or fleece sweaters when necessary.**
 - **Pants must be worn with a black or brown belt.**

Boys: Grades 4-8

- **Black uniform pants with a belt, white polo/dress shirt, ALL black rubber non-skid shoes. Black uniform vest, quarter zip, or fleece sweaters when necessary.**
 - **Pants must be worn with a black or brown belt.**
- **Grade 8 ONLY is allowed to wear a solid black, red, or uniform plaid tie.**

No colored or printed T-Shirts may be worn under uniform shirts or blouses except for the approved gym uniform on gym day.

Gym Uniforms

On Gym Days, students have the option to wear their Gym Uniform, or the red school gym shirt/sweatshirt and black sweatpants instead of their uniform.

- **Uniform gym shorts/shirt may be worn under the sweatpants for Physical Education Classes, OR just the sweatpants may be worn for class.**
- **Black basketball shorts or gym shorts may be worn when the temperature outside is 80 degrees or above.**
- **White or black socks that are visible need to be worn on gym days.**
- **Gym shoes must be worn on gym days.**
- **Gym uniforms can be purchased at Schoolbelles. Our school code is **S0459**.**

Dress Down Days

- Jeans or athletic pants with appropriate T-shirts may be worn.
- Torn/ripped or sagging pants and shorts, or pants and shorts with inappropriate logos are unacceptable.
 - Short shorts and tight fitting stretch-type pants (yoga pants) are unacceptable attire for dress down day.
- Tank tops and tops with midriffs or excessive skin showing are not permitted.
- Open toe/open back shoes, including *Crocs*, and/or sandals are unacceptable.

VISITORS

For the safety of our children, all visitors must report to the School Office and sign-in prior to visiting anywhere on site. Visitors include parents, guardians, grandparents and other relatives of the students.

- Visitors also include Our Lady of the Snows alumni as well as guest speakers, vendors and/or presenters.
- Visitors are not allowed to show up unannounced to visit a classroom, at lunch or at recess
 - During school hours, visitors are not allowed to pull their children out of line or away from their class in school, church, and the lunchroom or from recess.
- Completion of a Virtus class does not grant a parent guardian a right of free access to visit and interrupt a classroom, school mass, lunchroom or recess.
- Moreover, parents/guardians are not allowed to remove their children from a classroom, church, lunchroom and/or recess without first signing their children out in the school office.
 - **The classroom will be notified, and the child(ren) will be sent to the office for dismissal.**

VOLUNTEERS

Parents and guardians are encouraged to participate in all aspects of the school. Volunteering helps build a positive and productive school community.

Volunteers, including chaperones and coaches are required to complete the following to comply with the Protection of Children and Youth policies of the Archdiocese of Chicago:

- Criminal Background Check – eAppsDB
- CANTS 689 form (Child Abuse and Neglect Tracking System) submitted to principal annually
- Code of Conduct read, signed and dated prior to beginning service
- Virtus Training Program - Protection of Children and Youth.

Regardless of one's compliance with the safe environment protocols for the Protection of Children and Youth, the school principal reserves the right to decline an offer to volunteer and/or prohibit an individual from volunteering for a school sponsored activities.



Please sign and return this page to school by Friday, September 2, 2022.

I affirm that I have read, understand, and agree to abide by, the policies set forth in the Our Lady of the Snows Handbook.

Parent Signature: _____ Date: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

Child's name: _____ Grade: _____

If you have more than one child attending Our Lady of the Snows School, please include all names on this form, and return it with your oldest child.