

Academy of Our Lady

“Start Here to Get There”

Parent & Student Handbook

2011-2012

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Acadofourlady.org

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INTRODUCTION

Academy of Our Lady operates under the direction of the Office of Catholic Education, Archdiocese of Chicago. It holds affiliation with the National Catholic Education Association and is recognized by the State of Illinois.

NOTICE OF NON-DISCRIMINATION

Academy of Our Lady, operated under the auspices of the Catholic Bishop of Chicago, a sole corporation, in the Archdiocese of Chicago, 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 at the school.

ACADEMY OF OUR LADY MISSION STATEMENT

Built upon Catholic values, the Academy of Our Lady guarantees the spiritual and academic development of our Pre-K through 8th grade students by fostering academic excellence, spiritual formation and social responsibility.

PHILOSOPHY

Academy of Our Lady prepares students academically to become respectful, responsible, contributing members of our society. We foster and share the Christian beliefs, attitudes, and values of our Catholic faith. We at Academy of Our Lady exemplify the person of Jesus and challenge each other to go beyond ourselves in the lifelong pursuit of wisdom and virtue.

We believe that children learn best when they are fully involved in learning activities in a safe atmosphere. The varied teaching techniques and awareness of different learning styles that enhance our curriculum enable our students to achieve success in an increasingly technological society.

Rejoicing in the fact that we are a culturally diverse group we incorporate various activities that celebrate the uniqueness of the human person. Our school provides a loving yet challenging environment that stimulates the human spirit. Success is dependent upon the active participation of parents and students.

STAFF

The Principal

The principal is the administrator of the school and is responsible for implementing the policies especially in administering the educational program of the school.

Faculty

The highly qualified faculty of Academy of Our Lady shares a mutual respect, concern, and love for the students entrusted to them. A primary goal of teachers is to provide their students with a desire to learn through positive reinforcement. Under the direction of the administration, the faculty shares responsibility for implementing school policy.

ADMISSIONS

Academy of Our Lady has an open enrollment policy for Catholic and non-Catholic students.. Non-Catholic students attend religion class and all religious services that take place during the school day. The child's race, color, sex, or national origin will not influence his/her admission.

Guidelines

AOL follows age requirements set by the state of Illinois:

- 1) Children entering Pre-K must be 3 years old on or before September 1 of the current school year.
- 2) Children entering Kindergarten must be 5 years old on or before September 1 of the current school year.
- 3) Children entering 1st grade must be 6 years old on or before September 1 of the current school year.

Registration Requirements

Parents/Guardians must present their child's:

- 1) Birth Certificate
- 2) Guardianship papers, if appropriate
- 3) Baptismal Certificate, if Catholic
- 4) Health Records
- 5) Copy of child's latest report card if a transfer student

A member of the administration will interview the prospective student with the parent(s).

All new students are accepted on a one-year probationary basis.

The Administration has the right to determine whether current students may re-register.

Emergency Forms

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

FINANCIAL INFORMATION

Tuition Policy

The regulation of tuition rates will be determined by the annual school budget.

All parents are obligated to meet tuition payments as required by the tuition contract of Academy of Our Lady School.

Tuition and Fees

- A (non-refundable) registration fee applies to each family
- Book and technology fees are applicable for each student.
- Tuition discounts are offered to families with more than one child in the school.

Tuition Payment Plans

- Parents will receive notice prior to registration indicating tuition rates for the next school year.
- Balances from prior school years must be addressed by parents with the administration before registering.
- All payments are made directly to SMART Tuition.
- Payments may be set up via direct bank withdrawals, check, or money order.
- Tuition payments are due on the 5th or 20th of each month, July through April.

Late and Non-Payment Penalties

Late and Non-Payment Penalties:

- Monthly payment not paid in full when due will be assessed a late fee by Smart Tuition.
 - Any late fees will be deducted first from the next payment. In the event a family does not pay any late fees in addition to the full amount of the next monthly payment, additional late fees will be assessed for any unpaid amount.
- For any personal checks returned by the bank for lack of sufficient funds, a mandatory penalty fee will be due immediately in cash together with the cash or a money order to cover the returned check(s).

Attendance Interruption and Activity Eligibility:

- Accounts that are delinquent will be reviewed and **can result** in interruption of the student(s)' eligibility to attend school until payment (including late fees) is made or an acceptable arrangement is made. Attendance interruption will also affect TLC where applicable.
- If tuition is in arrears as of any of the following dates and arrangements have not been made prior to any such date, the **student(s) will not be allowed to return to school** until full payments have been made: October 28, 2011; January 27, 2012; and April 2, 2012.¹
- No refund of any tuition or fees will be made under any circumstances.

Tuition Assistance

- Tuition costs are offset by the generosity of our many benefactors. We are grateful for their support.
- Academy of Our Lady strives to work with families to find the economic support they need to provide this educational opportunity for their children.

Book/Material Fee

All books are issued on a rental basis per student. Archdiocesan Service Fee, textbooks, workbooks, test, art paper, audiovisual materials, duplicating paper etc. are all included in the book/material fee. Families must pay for any damaged or lost books.

Registration

A non-refundable registration fee must be paid for each family yearly at the time of registration.

Hot Lunch Program

Applications for free and reduced lunch will be available in August. Parents are requested to sign up for this, if they are eligible. Lunch forms will be sent home for the months of October – June.

Fund Raising

In order to keep the tuition as low as possible, as well as provide for extra-curricular activities, parents/guardians and students are urged to take an active part in the fund raising activities sponsored by the school. These events give families an excellent opportunity to become involved in their school community.

Those receiving financial aid must take part in the fund-raising activities.

Tuition Refunds

Families withdrawing students before the first day of school shall be refunded the entire amount of prepaid tuition. After the first day of school, tuition refunds shall be prorated.

ATTENDANCE

State law requires that all students be in school during all days and hours that the school is in session. The responsibility for compliance with this regulation belongs to the parent/guardian. Academy of Our Lady School complies with the State of Illinois law concerning attendance days.

Achievement in school requires regular, punctual, attendance. Legitimate reasons for absence are the student's illness, death in the immediate family, or an extreme emergency. Vacations are not considered valid reasons for absence and should be planned during regular school vacations or holidays. If possible, doctor and dentist appointments should be made outside of regular school hours.

Vacations are discouraged during the school year. If it is necessary to take a child out of 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 school cannot be responsible for work missed because of late entrance or extended vacations that do not coincide with the regular school holidays. These vacations are highly discouraged.

School Hours

Regular school days.....7:00 A.M. – 2:15 P.M..

Half Days.....7:00 A.M. – 11:00 A.M.

Procedures for Absence

Parents/Guardians are to call the school office (847-623-4110) to report a child's absence. This should be done by 9:00 A.M. on the day of the absence.

Parents/Guardians are also to send a dated note on the day of the child's return to school.

This note should contain the following:

1. Date(s) of the absence
2. Reason for the absence
3. Doctor's note if the absence was more than three days due to illness
4. Parent's/Guardian's signature

It is the student's responsibility to make up work that was missed.

If parents are requesting work for a child to do at home, they must call the previous day to pick it up, to allow teachers time to prepare the materials.

Tardiness

Tardiness interferes not only with the student's education, but also disrupts the classroom. It is the responsibility of the student and his/her parent/guardian to see that he/she is in school on time. It is difficult to penalize the student for tardiness that is not her/his fault. However, an administrator will contact the parent to remedy the situation.

Tardiness may result in a detention. Academy of Our Lady expects all students to arrive to school on time, therefore frequent tardiness will result in consequences determined by an administrator.

A student is tardy if s/he arrives in the classroom **after 7:10** and it will be marked **on her/his permanent record**. If a student comes to school after that time, s/he must report to the school office for a tardy slip.

Truancy

Truancy is absence from school or class without a legitimate reason. Such absence is a serious violation of school regulations; and it may result in probation or dismissal.

Release of Students

Under no circumstances may a child be released to anyone other than the parents or guardians listed on the child's records unless the legal guardian advises the school otherwise.

Guidelines:

- When a child's normal mode of transportation is interrupted for any reason, the parents must notify the school through a note or by calling the school office no later than 12:00 p.m. This includes changes in TLC participation.
- Children may never leave the school or school grounds without permission from the office.
- If a student must leave the building for any reason, he/she must present a written note from a parent/guardian. The student must be called for at the school office where the parent/guardian will sign a release form when taking the child out of school.
- The school does not assume responsibility if a child leaves the premises or school without expressed permission.

Child Custody

Please identify any legal concerns and custody issues with written documentation. Address all concerns and submit copies of supporting documents to the Principal immediately..

ARRIVAL AND DISMISSAL PROCEDURES

Students who come by bus are dropped off in the back parking lot of the school. This parking lot is designated for buses only. This means that parents who bring their child/children by car may only use the drop off lanes marked in the West Avenue parking lot by the church. Please be courteous and patient with other drivers.

Entrance Procedures

Parents who bring their child/children to school are to enter the church parking lot off West Avenue. Cars are not to park in a designated drop-off lane. Students will then line up in the hallways by their classrooms.

Dismissal Procedures

Parents who pick up their child/children after school are to enter the church parking lot off West Avenue. Cars are not to park in a designated drop-off lane.

Students walking home or being picked up will line up in the hallway and be escorted by a teacher to the northeast doors.

Students taking a school bus are dismissed by the office. They must stay in their homeroom until their grade has been dismissed.

BUS INFORMATION

Bus service is provided through Waukegan and North Chicago School Districts for students residing within those areas who meet the guidelines.

Students riding the buses represent Academy of Our Lady and are required to show the respect and good behavior expected of AOL students at all times.

Bus forms are filled out prior to the school year.

Expected Behavior:

- Students are to be ready for the bus when it is scheduled to arrive.
- Students are to stay off the road and wait until the bus comes to a complete stop before attempting to enter or exit the bus.
- Students are to keep feet, hands, head, or any objects inside the bus at all times.
- Students may only get out of their seats when the bus has arrived at the child's assigned bus stop.
- Students are to stay in assigned seats, respecting the space and opinion of others, and speaking in a conversational tone of voice.
- Students are to use appropriate language.
- Students are to be courteous to fellow students.
- Students are to respect the bus driver and honor his/her requests without argument.
- Students are to keep the bus clean and safe by not throwing any articles at other children, on the floors, or in the seats.
- Students are to pay for any damage to the bus or any of its equipment for which they are responsible.
- Students are to refrain from eating or drinking on the bus.
- Students are to follow the directions of the bus driver or other competent adult, in case of an emergency.
- Students are to keep bus windows above the indicated marks. .

Any child who breaks the rules governing the bus or who refuses to submit to the authority of the bus driver may be suspended from riding the bus for a designated period of time. This will be determined by the severity and frequency of the offense(s).

LUNCH PROGRAM

Academy of Our Lady will provide a nutritious, hot lunch program serviced through the Archdiocese of Chicago. Applications for free or reduced lunches are available on Start-Up Days or at the school office. All eligible students are encouraged to apply for this service.

Guidelines:

- Lunches will be paid for on a monthly basis. A note will be sent prior to the due date for lunch payment. Milk may be ordered separately if your child prefers to bring a bag lunch.
- Please send exact change in the lunch envelopes. Checks should be made out to Academy of Our Lady.
- All students whether carrying a bag lunch or participating in the lunch program, are expected to remain on the school grounds during the entire lunch period. Children may not leave the school grounds at any time during the lunch hour.

FOOD ALLERGIES

Academy of Our Lady cannot guarantee an allergen-free environment for students with life-threatening food-borne allergies. The goal is to minimize the risk of exposure to food allergens within the learning environment that may pose a threat to those students; to educate the students, staff and parents; and to maintain an updated school protocol for addressing the needs of children with allergies. Primary to this goal is to educate students on how to self-manage their allergies.

A school-wide effort requires the cooperation of between parents, administration, teachers and students, which includes reviewing this policy anytime food will be present to determine appropriate implementation.

Responsibilities of parents/guardians of Child (ren) with Food Allergies

Parents/Guardians are their children's first teachers. It is important for parents/guardians to educate their food allergic child with regard to risks, reactions and procedures as well as communicate all pertinent information received from the food allergic child's doctors, etc. to the school. Parents/Guardians will assume the following primary responsibility for their child's wellness needs:

- Preparing, role-playing and practicing procedures in advance will help everyone feel prepared in case of an emergency.
- Provide a list of foods and ingredients to avoid as per physician's order.
- Provide allergen-free shelf-stable snack for your child (ren).
- Be willing to go on your child (ren)'s field trips and/or participate in class parties, events, and extra curricular activities, if possible, and if requested.
- Clearly label your child (ren)'s lunches to avoid mix-up.
- Complete the annual notification (see below) and arrange a meeting with school administration.
- Maintain open communication lines with school administration and teachers.

Annual Notification and Meeting

If a child has any food-borne allergy, including allergies to peanuts, tree nuts, milk, eggs, poppy seeds, shellfish, and/or other dietary items that possess a serious risk of allergic reaction through ingestion or inhalation, parents/guardians must take the following critical steps with respect to communicating with the school.

Parents/Guardians must annually notify Academy of Our Lady of their child (ren)'s situation by completing a Food Allergy Action Plan in addition to medical forms identified in the Medication section of the handbook, which needs to be signed by the child (ren)'s physician. The Food Allergy Action Plan can be located at <http://www.foodallergy.org/files/FAAP.pdf>

Parents/guardians must initiate an annual meeting with the school administration to be held the **week prior to the first day of school**, or within a reasonable amount of time after a new diagnosis or a change with an existing diagnosis. This meeting will engage all parties (parents, administration, teachers, and specials teachers) in a review of the plan as specified in writing by the physician. If parents/guardians do not submit a plan and meet with administration, the school is not responsible for not making reasonable accommodations for any child.

Academy of Our Lady will do its best to reasonably meet the needs of children with Food Action Plans, and understands that it will be the responsibility of the parents/guardians to determine if the reasonable

accommodations provided make Academy of Our Lady an appropriate educational setting for their child(ren).

In the event that a child with a Food Action Plan becomes cleared of their allergy, a written note from the physician must be submitted to the administration to clearly communicate the child's release from any restrictions.

Food Allergy Medication

It is the responsibility of the parents/guardians of students to:

Provide Food Allergy emergency medications that are listed on the physician-signed Food Allergy Action Plan. Medication limit per child is two (2) Epinephrine pens and/or Benadryl and will be kept in the Main Office. Parents/guardians are responsible to replace medications after use or upon expiration.

Upon parents'/guardians' request, students with life-threatening allergies will be allowed to carry their own Epinephrine pens in a designated emergency pack, if age-appropriate and after the written approval from their physician. This is in addition to the aforementioned requirements of keeping medication(s) in the Main Office.

Guidelines for All School Parents and All Children

As a Catholic school that prides itself on consideration and compassion for one another, all parents/guardians are asked to take the following steps to assist in the education and care of all children:

- Respond cooperatively when requested to eliminate allergens from snacks and foods brought in for parties/celebrations.
- It is appropriate to check with homeroom teacher to understand if there are any students with specific food allergies.
- Clearly label your child's lunch so as to avoid mix-up.
- Inform the teacher prior to the distribution of food products to any child in the school.
- Teach children how to read food labels (when age-appropriate), and to encourage students to pick treats that everyone can enjoy (or select non-food treats instead.)
- Stress the importance of not sharing or trading food with others.
- Reinforce the importance of cleansing hands before and/or following snack and lunch time.
- Respect all classmates, never bully or tease a child with a food allergy or any other type of allergy.
- Respect allergen-free areas and be prepared to move if your child's food is felt to be potentially dangerous to another.

T.L.C. PROGRAM

Provisions will be made for child care of our students for parents/guardians who must be at work before the beginning of the school day. This same provision will be made for after school hours until 6:00 P.M. for those parents/guardians who do not wish their children to arrive home before them.

TLC hours will be from 6:00 A.M. until 7:00 A.M. and from 2:15 P.M. until 6:00 P.M.

The fee for this service will be an hourly rate per child. There is a one time registration fee per family. If there is more than one child in a family, each additional child will be charged a reduced rate.

UNIFORM POLICY

All students must be in clean, neat full uniform at all times unless directed otherwise by the school.

Students begin wearing uniforms on the first full day of classes. The complete uniform is to be worn daily; the optional sweater must be the regulation uniform kind.

Girls' Uniforms: Kindergarten – 4th Grade

Navy blue jumpers/pants; light blue polo shirts; navy sweaters or cardigan; navy or white knee socks or full white crew socks. Navy knee length walking shorts (May 1st through October 31st)

Guidelines:

- No ruffles or frills on the blouse or socks.
- Hemline on jumpers may not be shorter than two inches above the knee.
- No skinny jeans, leggings or hoodies

Girls' Uniforms: 5th -8th Grade

Navy blue skirt or skort/pants; light blue polo shirt; navy sweater or cardigan; navy or white crew or knee socks that must be above the ankle. Navy knee length walking shorts (May 1st through October 31st)

Guidelines:

- No ruffles/frills on the blouses (not excessively tight) or socks.
- T-shirt or undergarment shirt must be worn under the shirt.
- Shirts are to be tucked in at all times.
- Hemline may not be shorter than two inches above the knee.

Boys-All Grades

Navy blue trousers – all pants/walking shorts should have a black belt; no cargo, zippers on pockets or any other design; light blue polo shirt; navy sweater; dark or white socks. Navy knee length walking shorts (May 1st through October 31st)

Guidelines:

- Pants are to be worn around the waist with a black belt.
- No sagging pants (proper size).
- Shirts are to be tucked in (not bloused) at all times.

Shoes (All Grades)

Gym shoes in either black or white (no other color) that have a no skid sole may be worn with the uniform. Socks are always worn with shoes. Sport socks are not allowed. Dress shoes worn may be black or navy blue in color.

Gym Uniforms For Grades K-8

Navy blue gym shorts or sweatpants and a navy blue t-shirt is the gym uniform.

Gym shoes, for safety purposes must be tied and laced. Canvas slip-ons and backless shoes are not allowed. Socks must be worn and sweatshirts may be worn if class is held outdoors.

Gym uniform shorts may be worn to and from school on gym days, May 1st through October 31st. Students are allowed to wear their gym uniforms during school on gym days.

Hair

- All students' hair must be clean and attractively arranged at all times. Words, pictures, initials, or designs may not be cut into the scalp or hair. Hair products (hair spray, mousse, gels, sprits, color spray, glitter, etc.) may not be brought to school.
- Girls' hair decorations and styles must be modest in nature.
- Boys must have their hair in a well-kept, clean cut. Hair is to be cut straight across the back of the neck and may not touch uniform collar or cover the ears.
- Boys and girls may not dye their hair in any manner.
- Boys developing a mustache/beard should shave regularly.

Jewelry

- In keeping with the professional look of the uniform, as well as for reasons of safety, girls may wear only one set (pair) of stud earrings in their ears only. No hoops, large "button" types, or dangling earrings are permitted.
- Boys are never permitted to wear earrings.
- One ring on each hand is permitted.
- One chain around the neck is permitted.

Make-Up

The use of cosmetics for either boys or girls is never permitted. This includes all facial and body make-up as well as fake nails, nail polish and lip gloss.

Tattoos

Tattoos of any kind (temporary or permanent) are never permitted nor are students to write/draw on their bodies. Writing of any kind on one's body is not permitted.

Consequences

When there is an infraction of the uniform rule, the parents will be notified.

OUT OF UNIFORM DAYS

Dress Up Days

Attire on dress up days must be modest and respectful. Capri's, skirt/dresses (two inches above the knee are permitted). Spaghetti straps, tube tops, tank tops, and jeans are not allowed. The midriff is to be covered at all times. Sandals may be worn without socks; no flip-flops allowed.

Casual Dress Days

Jeans may be worn on casual dress days, however no tight-fitting jeans are allowed. Shirts must be neat, clean and may not advertise negative or inappropriate messages (alcohol, tobacco, drugs, etc.). Any shirt, which expresses a message contrary to the school's philosophy, is not allowed. Sandals may be worn without socks; no flip-flops are allowed.

Please see that your child/children are properly dressed for school (for all types of weather) since they may go outside for recess.

WHEN SERIOUS REASON EXISTS, PERMISSION TO COME TO SCHOOL “OUT OF UNIFORM” MUST BE OBTAINED FROM THE PRINCIPAL BY BRINGING A WRITTEN EXCUSE FROM THE PARENT/GUARDIAN.

ACADEMIC INFORMATION

Curriculum

To achieve the purpose of Catholic education, the principal organizes the school’s curriculum, staff and physical facilities to be an expression of the philosophy and purpose of Catholic education and the specific goals of the school.

The Instructional program is monitored and evaluated on an ongoing basis in keeping with the guidelines of the Office of Catholic Education.

The required academic areas for the elementary school are:

Religion, language arts (speaking, listening, reading, writing, spelling), mathematics, social studies, science, fine arts (music & art), and physical education. Computer education and other forms of technology are seen as important in the teaching/learning process.

Religion and Sacraments

Religious instruction and Christian formation are primary concerns of Academy of Our Lady, in addition to the daily religious classes, Christian values will be incorporated throughout the curriculum.

Religion class and attendance at all religious functions held within the school day are mandatory for all students. Furthermore, it is expected that Catholic students and parents/guardians will attend Mass on Sunday (Saturday).

Students at Academy of Our Lady will be prepared for the reception of the sacraments of Reconciliation, Communion and Confirmation.

Homework

Homework is an integral part of the academic program. Teachers assign study topics and written work to reinforce and expand material taught in class. Students are expected to do the assigned work at home, whether it is written work or material to be studied, or read. Parents/guardians should expect that homework is the rule rather than the exception.

Parents/guardians are expected to cooperate with the school by making sure that their child has completed all homework assignments. Homework and class assignments are the responsibility of students who have been absent because of illness, irregular vacations, or other reasons. Questions about the homework policy should be directed to the classroom teacher.

Academic Reports

Parents/guardians will be informed of their child’s progress by way of report cards, progress reports, test results, graded papers, scheduled parent-teacher conferences, or by means of a note or phone call to the home.

If a parent/guardian has a concern about his/her child, it is the responsibility of the parent/guardian to contact the teacher to schedule an appointment.

Report cards are issued four times a year for grades 1 – 8. Pre-K reports progress three times and year and Kindergarten, twice per year. Parents/guardians are urged to discuss the report card with their child(ren).

Parents/guardians must sign and return the report card envelope to school within three days of its issuance. They are urged to contact the school about their child's report card if they have any questions.

Progress reports for students in Grades 4-8 are issued approximately four weeks into the quarter and are noted on the Academy of Our Lady calendar. These reports are to alert parents/guardians of the progress the child is making. They are not part of a permanent record. They provide an opportunity for parents to discuss how well the student is doing. They are to be signed and returned to the teacher.

Parent/Teacher Conferences

Conferences with the teachers are scheduled twice a year. The first conference is usually held in November. The second conference is scheduled in the second semester. Parents/guardians and students are required to attend all conferences. If at any time a parent/guardian desires a conference with a teacher, please phone the school office to make arrangements.

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.

Honors: Grades 4 – 8

"B" average or above in Religion, English, Math, Reading, Social Studies, Science, and Spelling. A student must also maintain a "C" average or above in the areas of Music, Art, P.E., and Computer if grades are given. A student may not have a "D" or "U" in any class.

Top Honors: Grades 4 – 8

Straight "A's" in Religion, English, Math, Reading, Social Studies, Science, and Spelling. A student must also maintain a "C" or above in the areas of Art, P.E., and Computer if grades are given.

Grading Scale for Grades 4-8

97-100 A+	87-89 B+	77-79 C+	67-69 D+
93-96 A	83-86 B	73-76 C	63-66 D
90-92 A-	80-82 B-	70-72 C-	60-62 D-
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Testing Program

A comprehensive testing program is an important part of the educational program. Standardized tests are administered to all students at particular grade levels throughout their school experiences. This is only one of the ways the school measures achievement and potential, or attempts to identify problem areas.

Special Resources

Academy of Our Lady, in cooperation with local school districts, provides help for children with reading needs. Special education testing and counseling may also be provided. Some of these services do not take place within the AOL building due to federal regulations.

Extra Curricular Activities

To enhance the regular school curriculum, extra activities are provided. These are excellent opportunities for students to develop particular gifts and skills and learn how to work as a group or learn.

Students involved in extra-curricular school sponsored activities represent our school and its philosophy. Extra-curricular activities are provided as a service to our students and the opportunity may be taken away. Evaluation for eligibility for extra-curricular activities will occur on a regular basis. After-hour, school sponsored activities may be curtailed for a student if it is deemed necessary due to low grades (D or U) or if the student's behavior is unacceptable. Parents/guardians have the responsibility to pick up their children on time after practice, games, etc.

Field Trips

During the school year various field trips are planned to enrich the educational experience of the children. Parents/guardians will receive written notifications for each trip. Students are always under direct adult supervision. Written parental permission is required. It is expected that all children will participate in the field trips unless prohibited for some serious reason. (Parents/guardians will be asked to sign a general permission slip for walking trips within the neighborhood, i.e. park, fire station.)

Transfers

Any family who transfers to another school must request a transfer form from the school office one-week in advance and must settle all accounts prior to the transfer.

School Records

The Archdiocese of Chicago, Office of Catholic Education, has adopted Guidelines for School Records. These guidelines describe your rights to your child's records maintained by the Archdiocese of Chicago Catholic Schools. These rights include:

- Right to inspect: You have the right to look at all of your child's records maintained in your child's permanent record, by notifying the school principal and setting an appointment to do so.
- Right to prevent disclosures: The school will not disclose anything to third parties from your child's record unless (1) you consent in writing prior to the disclosure, (2) the information is directory information which you have not requested to be kept confidential, or (3) the request for 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 shall 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 into the record.

BUCKLEY AMENDMENT

Academy of Our Lady abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. 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 any court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT BEHAVIOR/CONSEQUENCES

Academy of Our Lady has high expectations and standards for its students. Challenges presented are deliberated and are intended to help AOL students become responsible, self disciplined boys and girls committed to Christian values. Good conduct is expected of all students during school and at AOL activities. Behavior in and out of school should reflect pride in one's self, one's family, and one's school.

Policies and regulations at Academy of Our Lady are established to create an atmosphere that is conducive to learning as well as a safe and fair environment for all. Students give evidence of their Christianity by their friendliness and helpfulness.

Each student is expected to give every faculty and staff member, as well as any adult present, the respect due to an adult professional. Disrespect toward any of the above is considered a very serious breach of discipline. Students are also expected to show respect for all other students.

CLASSROOM DISCIPLINE

Each teacher will explain to his/her class the rules to be followed in the classroom. Please consult your child's teacher if you have any questions.

Classroom discipline must be maintained at all times. Any misconduct by a student or students will be handled by the individual teacher. Disciplinary action taken by a teacher may include any, or all, of the following:

- phone call to parents
- detention
- exclusion from extra curricular activities

Although it is impossible to cite every instance, the following are examples of behavior that will not be tolerated:

- talking back or any other disrespect toward an adult
- any verbal or physical abuse of another student
- hitting, poking, etc. even when done "in fun"
- vulgar or improper language
- fighting

Any behavior that is not consistent with the goals and values of Academy of Our Lady is not permitted. When this behavior is consistent and shows little or no improvement serious actions such as probation, suspension, or dismissal may occur.

Behavior Expected from Students

Students are not to bring electronic devices, including MP3 players, I-Pods, electronic games, etc. to school. Students may bring cell phones. However, phones must be off and stored in their lockers during school hours. Use of cell phones or any other electronic devices on school grounds will result in the item being confiscated. It will be kept in the school office and will only be returned to a parent/guardian. If necessary, students may make phone calls from the school office phone.

School Regulations

- Students may not have trading cards of any kind.
- Students may not throw snowballs or climb on snow hills.

- Students may not bring skateboards, sleds, or scooters to school.
- Students may not bring toy weapons or guns to school.
- Students may not play ball near the windows or against the building walls.
- Students are to remain on the playground during lunch hour.
- Students may not ride bicycles on the playground during school hours. Bats and baseballs are not permitted.
- Students may not have gum or candy on the playground.
- Students may not chew gum on school grounds.

Broken windows and any damage to school property will be paid for by the parents of the offending child.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Students are expected to follow policies, rules, and customs of the school. If a student repeatedly fails to adhere to these, the principal may impose disciplinary measures such as probation, suspension, or expulsion.

Detention

Detention is a form of disciplinary action, which shall be used in cases of minor misconduct on the part of the student. Detention shall be assigned by the teacher directly involved in each specific case and shall be designed to provide a logical learning experience.

It is the responsibility of the parent/guardian to provide transportation after detention. The student must be picked up on time or the student may be taken to TLC and the parent charged for the time.

Probation

A student who repeatedly fails to adhere to school policy may be placed on probation. This is an opportunity for the student to improve his/her behavior before more serious actions must be taken. School administrator(s) and parents will work together to help the student improve.

Suspension

Suspension is the isolation of the student from some or all school activities, but the continuation of doing his/her schoolwork on an independent or private basis. ***Suspensions can be served either in or out of school at the discretion of the principal.*** The student may not attend any extra-curricular activities during the time of suspension. Three suspensions will result in a possible expulsion.

Expulsion

Continued disregard of the school rules, policies, or the unwillingness to respond to corrective measures by both student and parents may result in expulsion. Expulsion may also be warranted when the student has acted in serious violation of school policies.

Expulsion is an extreme measure for extreme circumstances, which may involve the safety and well being of other students including continued disruptive behavior that interferes with classroom learning.

When possible, prior to expulsion a conference with the parent/guardian, student, teacher, and principal will be scheduled in the hope that a solution to the problem may be found which will forestall the necessity of dismissal.

The principal, after consultation with the pastor, will make the final decision and will communicate the decision to the parent/guardian.

Drugs

Drugs and related paraphernalia (including lighters), alcohol, and tobacco will not be allowed in the school, on the school grounds, or at school related functions. In the event that a student is found with any of the above, he/she will be subject to strong disciplinary action which may include suspension or dismissal.

The parent/guardian of the student will meet with the principal and other appropriate persons to determine actions to be taken. The school retains the right to notify the police under certain circumstances when deemed necessary.

Gangs

Gang activity, gang association or any kind of gang representation (on clothing, on books, symbols, flashing signs) of any kind are not permitted on school grounds or at school related activities. If there is any behavior suggesting gang involvement, a phone call will be made to the parent/guardian. If deemed necessary, the police will be called.

Weapons

No weapons of any kind are permitted on the school premises/property, including buses, as well as during any school-related activities.

Potentially dangerous objects, which could endanger another person, are prohibited. Items such as knives, guns, matches, or any toy representing a weapon are considered weapons.

Any weapons a student has on his/her person, in a desk, book bag, or on the bus will be confiscated immediately. The police will be called as well as the parent/guardian and the student will be subject to immediate dismissal.

Prior to returning to school, if suspension is involved, a conference with appropriate persons will be held. Consequences of further school policy infractions will be clearly outlined for all parties.

Another serious offense could result in an expulsion.

Weapon violations may be reported to the local police.

Search and Seizure

School personnel are charged with protecting the health and safety of all students. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

School authorities are allowed to inspect and search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students with or without consent of students and without search warrants. Assistance from the police may be required in conducting the search.

ANTI-BULLYING POLICY

School personnel intervene daily in the lives of students, reminding them of school rules, establishing limits, and imposing sanctions and consequences when appropriate. However, because bullying behaviors are malicious, often covert, and usually repeated over time, dealing effectively with such behavior demands a consistent school wide response.

Definition of Bullying

At Academy of Our Lady bullying is defined as a persistent, repeated, and/or chronic pattern of aggressive physical, verbal, and/or psychological behavior that is intended to harm another. Included in this definition are alternate forms of aggression to include relational, indirect, and social aggression.

- Relational aggression includes acts that “harm others through damage (or the threat of damage) to relationships or feelings of acceptance, friendship, or group inclusion.”

- Indirect aggression allows the perpetrator to avoid confronting their target.
- Social aggression is intended to damage self-esteem or social status within a group.

Strategies to Fight Bullying

AOL is dedicated to responding to bullying. Whether an isolated incident or a chronic pattern, the ultimate goal of the intervention plan is to change the child's behavior. The Academy of Our Lady plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help students who have been involved in bullying incidents. Consequences for bullying may vary depending upon the situation.

DAMAGES

Parents/guardians are obliged to pay for the damages to school property caused by their child.

HEALTH AND SAFETY

The administration is responsible to comply with all safety and health regulations as dictated by the State of Illinois.

A child who has symptoms of a communicable disease should be kept at home. Parents should notify the Lake County Health Department and the school principal when there is even a suspected case of contagious disease. If your child becomes sick at school or has an accident, you will be notified. Each child is required to have an Emergency Information Form on file in the school office.

Children exhibiting symptoms of head lice or nits (eggs) will be excluded from school until all nits have been removed from the hair in addition to using the shampoo formulated to kill head lice and their eggs. Upon returning to school after treatment for head lice, the student will be reexamined before entering the classroom.

When a child is suspected of having conjunctivitis (pinkeye) or having impetigo, the parents are asked to remove the child from school and get immediate treatment. A child with pinkeye needs to be on medication for at least 24 hours before returning to school, AND no redness or discharge can be present in the eye or outside the eye. A child with impetigo needs to be on oral medication for at least 24 hours or topical ointments for at least 48 hours.

When a child has been out with a fever, the child should be fever free for 24 hours before returning to school.

Physical

The State of Illinois requires complete physical examinations for all students entering school for the first time and for 6th graders. Students will be excluded from school at the date set by the State of Illinois if the office does not receive the report of the physical.

Lead testing is required for all 6 month to 6 years old.

Proof of immunization is required of all students regardless of grade.

Dental Health

This is a requirement for the students who will be entering K, Grade 2 and Grade 6.

Vision

As of Jan. 1, 2008, all children enrolling in parochial school for the first time, or entering kindergarten should have an eye exam. Proof of the examination is required.

Medication

School personnel do not dispense medication to students except in extreme emergency such as allergic reaction to bee sting.

If a parent/guardian is bringing a child's medication to school, he/she must report to the school office where the medication will be kept along with a note from the parent/guardian. The student must come to the office for the medication with a doctor's medical form.

AOL does not have a school nurse.

Students are not allowed to keep non-prescription medicines with them. These must also be kept in the office.

Hearing and Vision Testing

Vision tests will be given each year for specified grades and referrals. Parents of children who have problems will be notified by mail and asked to take care of any problems.

Fire and Tornado Procedures

Academy of Our Lady, in cooperation with the local Civil Defense Director, developed a comprehensive plan to be followed in the event that there is ever a tornado or fire at our school. The building principal is fully aware of the plan and will take necessary steps to prepare students. Frequent fire drills are conducted during the year.

If the children are sent home because of an evacuation of the school, they will be sent to the address you have indicated in the emergency form. Please provide all necessary instructions to your child. In case of a Tornado drill, students will be kept in school until the warning is lifted.

If you have any questions, contact the school office.

For the safety and well being of all, students must obey all regulations regarding fire and tornado drills.

EMERGENCY CLOSING OF SCHOOL

When it hampers the health and safety of the children, the principal has the authority to close the campus building on an emergency basis. By special arrangement with local radio and TV stations, announcement of school closing will be broadcast through the EMERGENCY CLOSING CENTER SYSTEM.

These announcements are to be regarded as official notification of school closing. In these announcements listen for the closing of District #187 North Chicago Public Schools or District #60 Waukegan Public Schools. If either of these Districts closes, Academy of Our Lady will close since we are dependent on their buses. Announcements by radio and television should make it unnecessary for parents to call the school concerning school closing. At times it may be impossible for school officials to get to the buildings to put an announcement on the telephones. If school is to be closed for more than one day, announcements will be made each day.

Emergency closings will be posted on: TV: Channel 2, 5, 7, 9, and 12. Radio: AM 720 and AM 780. Online: www.EmergencyClosings.com.

Every attempt will be made to keep school open. When weather conditions are severe and the school is open, it is the right of the parent/guardian to keep his/her child(ren) at home.

In the event school is in session when an emergency closing occurs (i.e. power outage with no school connection to the fire department), the child will be sent to the address indicated on the emergency form.

STUDENT ACCIDENT INSURANCE

A child who is involved in sports must be covered by insurance.

REPORTING CHILD ABUSE

By law, the state of Illinois requires school personnel to inform the Department of Children and Family Services of any allegations/suspicion of child abuse/neglect.

SEXUAL HARASSMENT REGULATION

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

Any employee, student, or parent/guardian 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.

Procedure

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.

The school in accordance with Archdiocesan Policy does not administer corporal punishment.

SUPERVISION

Supervision before school will be provided from 6:45 a.m. – 7:00 a.m. After school supervision will be from 2:15 p.m. – 6:00 p.m. After 1:50, students will be escorted to TLC.

VOLUNTEERS/SERVICE HOURS

Volunteers are very important at Academy of Our Lady School. Volunteers can obtain the volunteer application on our website and are required to attend Virtus training through the Archdiocese of Chicago. Volunteers are also required to complete the background screening on the Archdiocese of Chicago website. (www.archdiocese-chgo.org)

Volunteers may participate by: acting as chaperones on field trips, serving as teacher's aides, assisting in the lunchroom, serving as classroom mothers, and assisting teachers. In working closely with the school, volunteers bring many talents and skills that greatly enhance the school's educational program.

Academy of Our Lady families are expected to contribute to the school by providing **20 service hours** per year. This service can be provided in the classroom, at school events, in the lunchroom, at recess supervision, or any other approved activity. **Families are responsible for logging their service hours in the school office.**

VISITORS

Visitors may visit the classroom by making an appointment through the school office. An opportunity for visiting will be available during the annual Open House. Visitors must sign in at the school office.

*The AOL security policy is that all adults should enter through the front door and check in at the office to receive a visitor's badge. We appreciate your cooperation, as this is a safety precaution for all students.

Questions About...	Resources
Assignments, class activities, etc.	Contact classroom teacher by note, phone message and he/she will contact you within 48 hours
Student progress, behavior, attitude	Set up appointment with the classroom teacher
Ongoing learning problems	Start with the classroom teacher. Arrange for contact with the Principal
Discipline: specific incident or pattern of incidents involving your child in a classroom	Start with appointment with teacher involved. Contact the Principal if further assistance is needed to meet with both teacher and parent at 847-623-4100 or at spre831@yahoo.com
School Personnel School Procedures, calendars, & schedules	Contact the School Principal either by school phone or by e-mail: spre831@yahoo.com
Policy matters Volunteer Background Check	Contact the School Office at 847-623-4110
General information, registration, & student absenteeism	Contact the School Office at 847-623-4110
Student records and health records	Contact either Ms. Saldaña or Mrs. Mahoney at 847-623-4110
Tuition schedules & specific tuition questions	Contact the school office at 847-623-4110.
School Counselors	Contact the school office at 847-623-4110.
Tutoring	Contact Mrs. Brattkus at 847-623-4110
FSP-Lunch Program	Contact Mrs. Saldaña at 847-623-4110
Lunchroom Supervision	Contact Mrs. Saldaña at 847-623-4110
T.L.C. Program	Contact school office at 847-360-7065
Sports/intramurals	Contact school office at 847-623-4110
Office Hours	Monday through Thursday – 6:45am to 3:15pm Friday – 6:45am to 3:00pm

Statements in this Handbook are subject to amendment with or without notice. The school will attempt to keep parents/guardians and students informed of all changes as soon as possible. Some changes might be made immediately due to unforeseen circumstances.

CONSENT FORM

Parents/Guardians

You are asked to read the statements below and initial each statement you agree to. Please sign the lines below and return to your classroom teacher by Sept. 18, 2009.

_____ I have read and understand the rules and regulations in this handbook and abide by them.

_____ I give my child(ren) permission to go on "walking trips" within the neighborhood: i.e. Fire Station, Park, Library, etc.

_____ I give permission for the school to release necessary addresses and phone numbers to those responsible for sports programs, other extra-curricular activities and high schools requesting this information.

_____ I give my child(ren) permission to use the internet for educational purposes.

_____ I have read and understand the Service Hours requirement. (20 hours per family).

Parent/Guardian Signature Date: _____

Parent/Guardian Signature Date: _____

Student(s) Signature Grade Date: _____

Student(s) Signature Grade Date: _____

Student(s) Signature Grade Date: _____

Student(s) Signature Grade Date: _____