



OUR LADY of CHARITY SCHOOL
3620 South 57th Court, Cicero, IL 60804
(708) 652-0262 www.olic-school.org

November 7, 2022

Dear Parents,

I will be sure to notify you whenever a change or addition to our *Parent and Student Handbook* is needed. The addendums described on the following pages have been added to our *Handbook* and go into effect immediately.

These addendums are being implemented in the interest of complying with recent standards and expectations issued by the Illinois State Board of Education and the Archdiocese of Chicago. I am informing you of these updates so that Our Lady of Charity can maintain its status as a recognized school in the State of Illinois.

Thank you for choosing OLC for your child's education. We value your partnership and are happy to be part of your child's academic and social success.

Yours truly,

A handwritten signature in black ink, which appears to read "Frank S. Zarate, Jr.". The signature is written in a cursive style with a large, prominent initial "F".

Frank S. Zarate, Jr., Ed.D.
Principal

Our Lady of Charity School

Addendum Statements for Parent/Family Handbook, 2022-2023

Governance

Our Lady of Charity School operates under the auspices of the Archdiocese of Chicago. Therefore, the school adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Non Discrimination Statements

As per Illinois PA 102-0360, Our Lady of Charity School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Our Lady of Charity 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.

School Student Records

Transfer Students (in/out)

Certified copies of transfer in students' records are requested within 14 days of enrollment. For students transferring out, **unofficial** records of students transferring to other schools are sent within 10 days of the request. **Official** records are sent once all financial obligations have been met.

Attendance/Truancy

Daily school attendance is compulsory in the State of Illinois for children 6 through 17 years of age. Therefore, all students enrolled in grades K-8 are required to attend school **daily**. The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

If the student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, school officials will investigate the situation and take appropriate action. A student is considered truant when he/she is absent from school for a school day or portion of the day without a valid cause.

Technology Use Outside of School

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 the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

Social Media

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty 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 rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

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.

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.

Emergency Drills

Drills for fire, tornado, building evacuation, lockdown and law enforcement are held regularly throughout the school year.