

Our Lady of Charity School

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www.olc-school.org



OUR LADY
of CHARITY
SCHOOL

Parent and Student Handbook
2024-2025

7/30/24

Table of Contents



OUR LADY
of CHARITY

Philosophy.....	7
Catholic Spirit.....	7
Academic Excellence	7
Collaborative Leadership	7
Community Focus	8
Commitment to Service	8
Admission policy	7
Athlete Policy	8
Attendance	8
Before/ After school program	9
Bicycles	9
Bullying/ Harassment	10
Care of Books and Equipment	11
Cell phones	11
Chewing gum	11
Code of conduct guidelines	11
Conflict	12
Consequences for multiple and/or grave offenses	12
COVID Info	12
Custody	12
Delinquent accounts	13
Detention system	13
Discipline	13
Drugs	14
Early dismissal	14
Electronic devices	14
Emergency accident procedure	14
Emergency closings	15
Emergency drills	15
Enrollment	15

Financial assistance 15
 Tuition Grants Timeline:16
Firearms 17
Forgotten items 17
Gangs 17
Governance 17
Graduation requirements17
Service Hours.....18
Head lice 18
Health records 18
Home-school communication18
Honor roll policy 19
Hot lunch program 19
Illness 19
Inspection of academic records 20
Insurance 20
Internet permission and use20
Learning development services21
Lost and found 21
Mandated reporters for child abuse 21
Medication21
Mental Health protocol 21
Non-Discrimination Statements 23
Parent Visits24
Parental commitment program24
Parental fundraising 24
Parent/guardian conduct24
Parent/teacher conferences 24
Parties 25
Passes 25
Personal gifts/invitations25
Pets on school grounds25
Photography Permission25
Prayer25
Progress reports25

Public scandal 26

Records 26

Refunds 26

Registration fee 26

Late registration (including pre-school) 27

Religious program 27

Report cards 28

Request for teachers 28

Retention of students 28

School Hours 29

School Incident Reporting System 29

Search and seizure 30

Sexual harassment 30

Social media 30

State requirements 30

Standardized testing 30

State health requirements for school 30

Student drop off and pick up policy 31

Supervision 31

Tardiness 32

Technology use outside of school 32

Threats 33

Tuition and fees 33

Volunteer and fundraising responsibilities 34

Tuition collection policy/ FACTS 34

Tuition delinquency 35

Uniform Policy 35

Gym uniform for all grades 37

Non-uniform days 38

Vacations during the school year 38

Visitors 38

Volunteer and chaperone guidelines 39

Volunteer requirements 40

Weapons 40

Winter weather 40



OUR LADY
of CHARITY

Mission statement

Inspired by our faith, Our Lady of Charity School provides the intellectual and moral foundation for children to become saints and scholars, disciples of Christ and leaders in the community. With enlightened minds and zealous hearts, we will change the world.

Philosophy

It is a major goal of Our Lady of Charity School to help each child develop spiritually, intellectually, emotionally, physically, morally, and socially to his or her fullest potential. The children of Our Lady of Charity School are separate individuals who approach the world of learning with various levels of development, natural ability, and backgrounds. Hence, they learn in different ways. The teaching community will address these differences through a variety of learning experiences, adjusting the curriculum to the perceived needs of each child. In all that it attempts to do, the school recognizes the parent as the primary educator of the child.

The school builds on and enhances what is learned within the family; school and family are partners in the education of the child.

Recognizing the need to develop the whole child, Our Lady of Charity School is dedicated to academic excellence in a Catholic environment. We believe that this environment must fulfill five pillars of excellence: Catholic Spirit, Academic Excellence, Collaborative Leadership, Community Focus, and Commitment to Service.

Catholic Spirit

Students are called to become holy by witnessing the Gospel message. They learn the traditions of the Catholic Church in order to help them grow in their faith. Students and staff are actively involved in the life of the parish, attending the Sunday celebration of the Eucharist in conjunction with their involvement in the various parish organizations.

Academic Excellence

Our Lady of Charity School is a beacon of excellence in the western suburbs. Students are challenged to acquire knowledge and pursue truth. Our Lady of Charity offers academic programs that inspire the intellect and maximize the potential of each student to gain the requisite knowledge, concepts, and skills to become thinking, productive, responsible citizens.

Collaborative Leadership

Our Lady of Charity School is in the business of developing human potential. We value our staff as the lifeblood of the school. Our Lady of Charity is a sought after teaching institution that exemplifies the highest professional standards and innovative instructional practices. Faculty and students alike are challenged to assume leadership roles, not only in the school, but in the parish and community as well.

Community Focus

Our Lady of Charity is committed to fostering an informed community where all members feel heard, supported and involved. Involved parents will serve as catalysts to unite the community in support of education.

Our Lady of Charity is a just and inclusive community in which people from different cultural, ethnic, and racial backgrounds learn, live and work harmoniously with mutual respect and without compromising their beliefs and identities.

Commitment to Service

Students, parents and staff are filled with a time-honored devotion to the Catholic tradition. Together we share a common belief that we have each been created for a reason. As members of our faith community, we readily acknowledge God's generous gifts as evidenced by the many talents and skills we unselfishly share in the Christian service of others

Administration and Staff 2024 – 2025

Pastor:	Rev. Waldemar Latkowski	wlatkowski@archchicago.org
Principal:	Mr. Frank Zarate, Jr.	fzarate@olc-school.org
Operations Director:	Mrs. Rosamar Mallari	rmallari@archchicago.org
Family Liaison:	Ms. Yashica Zuñiga Mejia	yzuniga@olc-school.org
Office Manager:	Mrs. Martha Cortez	mcortez@olc-school.org
Pre-kindergarten:	Mr. Sean Knight	sknight@olc-school.org
Kindergarten:	Ms. Guadalupe Lopez	glopez@olc-school.org
First Grade:	Ms. Alondra Cruz	acruz@olc-school.org
Second Grade:	Ms. Juliana Morini	jmorini@olc-school.org

Third Grade:	Miss Mary Tierney	mtierney@olc-school.org
Fourth Grade:	Mrs. Helen Immordino	himmordino@olc-school.org
Fifth Grade:	Ms. Kate Cary	kcary@olc-school.org
Sixth Grade:	Ms. Phoebe Unzueta	punzueta@olc-school.org
Seventh Grade:	Mr. Joseph Letendre	jletendre@olc-school.org
Eighth Grade:	Ms. Margaret Sweeney	msweeney@olc-school.org
Spanish:	Ms. Alexandra Osorio	aosorio@olc-school.org
Physical Education:	Mr. Carlos Lomeli	clomeli@olc-school.org
Teacher Aide:	Ms. Claudia Garcia	cgarcia@olc-school.org
	Ms. Lisa Johnson	ljohnson@olc-school.org
Music:	Mr. Chris Misch-Bloxdorf	misch@strivingupmusic.com
Band:	Mr. Ronald Ralon	ralon@strivingupmusic.com
FSP Lunch Coord:	Ms. Joann LoDuca	fsp@olc-school.org

Admission policy

Our Lady of Charity is operated under the auspices of the Catholic Bishop of Chicago, a sole corporation, in the Archdiocese of Chicago. Our Lady of Charity admits students of any race, color, sex, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. Our Lady of Charity School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic or other school-administered programs.

Our Lady of Charity School is open to all children whose parents want academic excellence, traditional discipline, and a total religious education program. Preference for admission will be given to registered members of Our Lady of Charity Parish.

A child entering Our Lady of Charity must be in compliance with the age requirements of the State of Illinois.

For admission of a child, parents shall present:

- 1) an official copy of the child's birth certificate
- 2) the baptismal record (if applicable)
- 3) the required State of Illinois health records
- 4) the latest report card and test scores of the school from which that child is transferring (if applicable)

Children entering preschool must be three years of age on or before September first. Children entering kindergarten must be five years of age on or before September first. Children entering first grade must be six years of age on or before September first.

Our Lady of Charity strives to provide for its students' needs. We recognize that some students may have special needs. We will work with the public school districts to attempt to identify these students and to implement recommendations based on testing and evaluations; however,

due to limited resources, we may not be able to serve all of these students and their unique and special needs.

All new and transfer students are welcome and will be accepted on a probationary period of 90 school days at Our Lady of Charity School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school is physically or financially incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines that the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

Athlete Policy

Our Lady of Charity offers an athletic program for student athletes. Representing the school athletic teams is both a responsibility and a privilege. Each student athlete is expected to maintain good academic grades (minimum grade of C in all classes), a good behavior record in school, and appropriate demeanor in athletic practices and competitions. Failure to fulfill any of these expectations may result in the athlete's suspension or removal from the athletic program.

Absence from school on a given day mandates absence from participation in athletics that day.

Attendance/Truancy

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.

When a student is absent from school for any reason, the school office must be notified at (708) 652-0262 extension 201 (or email mcortez@olc-school.org) between 7:30 a.m. and 8:30 a.m. Students who are absent due to illness or who leave school early due to illness may not return that day to participate in any extra-curricular activity. Students who have been absent for five or more consecutive days must also bring a dated note from a physician which states the reason for the absence and assures the school that the student's presence creates no health danger to other students.

Frequent absence (except for serious illness) will not be tolerated and could result in the retention of a child the following year. Upon returning to school, the child is responsible to make up any work prescribed by his or her teacher. Families of students who are habitually absent may be referred to a school social worker.

For each day a student is absent, they will be given two days to make up any missed classroom and homework assignments. Special arrangements will be made for any student missing a significant amount of days due to an extended illness.

If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. 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 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 an absence from school for a reason other than those listed above as an excused absence.

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.

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.

Before/ After school program

The before care program is available from 6:30 a.m. to 7:45 a.m. The after school program hours are 2:40 p.m. to 6:00 p.m. Registration forms and more information are available for this

program in the school office. Registration is \$10 per family. Before care will be charged at \$5.00 per child and after care will be charged at \$10.00 per child. All charges are billed to FACTS. Once a family falls more than 30 days behind in payments, they will receive a warning letter; if the family does not bring their account up to date and falls further behind (60 days), the school will no longer allow their students to partake of this service, and the family will be forced to make other arrangements. If the family has a hardship case they must arrange, with the principal, a payment plan in order to remain in the program.

Bicycles

Students may ride bicycles to school. Helmets are recommended. The bicycle rack is located next to the north school entrance. Bicycles should be locked in the bicycle rack with individual locks. The school is not responsible for damage to or theft of bicycles. Bicycles should be registered with the local police department.

Students may not ride their bicycles on any school/parish parking areas before, during or after school hours. Bicycles are to be walked to and from the bicycle rack. Students may not carry passengers on their bicycles and are expected to observe courtesy and traffic regulations while riding their bicycles.

Skateboards, scooters, and roller blades/skates may not be used or brought to school/parish property. The school/parish is not responsible for any damage to or thefts of skateboards, scooters, roller blades/skates, and other sports equipment on school/church grounds.

Bullying/ Harassment

Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons.

The pastor, administration, and staff of Our Lady of Charity School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

According to state law and Our Lady of Charity, bullying/harassment are characterized by:

- Aggressive behavior toward others
- Intentional, repeated acts over a period of time
- An imbalance of power between the bully and victim

Bullying actions in any form, including use of the Internet and other electronic devices, are unacceptable and will not be ignored. Children are unable to eliminate acts of bullying / harassment without adult support and guidance. Teachers, administrators and the community must work together to eliminate bullying / harassment. The cooperation of all is imperative.

Care of Books and Equipment

All books and equipment are to be properly cared for. Compensation will be expected for classroom books, library books or equipment that are lost or damaged. This includes writing in/on non-consumable texts, desks, and materials of other students.

Cell phones

The following guidelines must be followed for students who bring cell phones to school. If these guidelines are not followed, students who disregard the guidelines will no longer be permitted to bring a cell phone to school.

- Upon entering the building, cell phones must be turned off.
- Students must turn their cell phones in to their homeroom teacher at the start of each day. Phones will be kept in a locked location and given back to students at dismissal. Cell phones of students in 4th grade and younger must be stored in book bags and kept in the student closet throughout the school day.
- Cell phones may be used by students to contact parents after dismissal or during an extracurricular activity if given permission by the faculty supervisor. Use of phones on the school premises should be confined to communicating with parents.

If a staff member observes a student using a cell phone outside the aforementioned guidelines, they will take the phone. Parents must schedule a conference with the principal for the return of the phone. The school is not responsible for any lost, stolen and/ or damaged cell phones.

Chewing gum

Chewing gum is not permitted in the school.

Code of conduct guidelines

- Follow directions of teachers and staff.
- Listen to instruction attentively.
- Be polite to teachers, classmates, staff and visitors to our school.
- Be prepared for class
- Speak when recognized.
- Care for school property and the belongings of others.
- Be helpful to others
- Be honest in our work and friendships.
- Show trust and compassion to our friends, classmates, teachers, staff and volunteers.
- Be reverent and prayerful in church, and during times of prayer and worship.

- Use language, words and actions that foster friendships and not fights or teasing.
- Observe a “hands off” policy

We, at Our Lady of Charity, are here to ensure that each child has the opportunity to learn and to develop his/her fullest potential. Students will, therefore, not be allowed to deprive themselves or others of the opportunity to learn in an orderly environment that is conducive to learning.

Should a student fail to observe a rule or policy, disciplinary action will be taken.

Conflict

Difference of opinion is normal in the varied experiences of school. When a parent disagrees with a teacher’s decision, the following guidelines should be followed:

- The teacher should not be disagreed with or criticized in the presence of the child.
- The parent should communicate with the teacher as soon as possible and seek to resolve the conflict.
- Should a disagreement ensue, a school administrator may be contacted (by teacher or parent) to mediate the situation.

Consequences for multiple and/or grave offenses

Teachers will contact the parents to advise them of continued misbehavior or serious misconduct. Any subsequent behavior issues during that marking period will result in a principal/parent/teacher conference. If behavior is not modified, the student may be suspended or expelled. Following two disciplinary suspensions for any reason, the student will be withdrawn from Our Lady of Charity.

Grave offenses such as the use of profanity towards a staff member or classmate, violence towards a teacher/staff/student, use or possession of drug materials, weapons, alcoholic beverages, smoking materials, gang related symbols, including insignias, clothing, hair, or make-up designs, or vandalism to school or staff property, may result in an automatic suspension or expulsion.

Decisions regarding suspension and expulsion will be made by the principal.

COVID Info

With the public health emergency attributable to the COVID-19 pandemic expiring on May 11, 2023, effective on that day all remaining Archdiocesan COVID-related restrictions and policies were lifted.

Custody

If parents are divorced or separated, the school presumes that both parents have access to the children, as well as to educational information. Unless the custodial parent can provide the

school with proper court documentation, the school has no other recourse than to allow the child to go with the other parent or share educational information with the non-custodial parent.

A grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

Delinquent accounts

- Any family that is delinquent in their account must contact the school office immediately and make necessary arrangements to make the account current.
- School families with a past due balance may be excluded from classes at the end of the first marking period and again at the end of the second marking period.
- Our Lady of Charity School reserves the right to impose appropriate penalties in those situations where delinquent tuition problems persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, restricting student participation in extracurricular activities, and withholding of transcripts and records as prescribed by law.

The following rules are in effect:

- A late fee will be assessed for payments that are not received on time.
- Bank charges for checks returned for insufficient funds may be added to the outstanding tuition balance.

Detention system

A schoolwide detention system is in place. The system will be primarily used for students in grades 1-8. Any faculty or staff member can issue a detention to a student who is not adhering to acceptable standards of conduct.

Detentions will be served after school at 2:50 p.m.

Discipline

Our Philosophy of Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and calls upon us today to “Love one another as I have loved you.” Within the context of this directive, our Lord has given us his expectation of all adults and students in our school, i.e., to show kindness and give respect in the modeling of Christian love for one another.

All teachers maintain a classroom management plan for their classroom that is reflective of the philosophy and mission of Our Lady of Charity School. Discipline is instructional in nature, allowing students to recognize their mistakes and learn from them. Parents are advised of classroom procedures by each individual teacher at the outset of the school year.

Drugs

Possession, use, or distribution of drugs or alcohol in school, on school property, or at a school function by a student, will not be tolerated. Such behavior may result in an immediate suspension and / or expulsion from school.

Our Lady of Charity School officials reserves the right to inspect all school and/or personal property on its campus.

Early dismissal

If a child needs to leave school early or for part of the day, the student's parent/guardian must visit or call the school office at 708-652-0262 ext. 201 or the child is to bring a note explaining the reason. The homeroom teacher is to initial the note and place it in the homeroom envelope. The main office will retain the note.

At the time of dismissal, the child will report to the main office and be picked up in the office. If a child is returning to school, the child is to pick up an office permit with the return time noted and then re-enter the classroom. Under no circumstances may a child leave the premises without approval from the administration.

Electronic devices

Many students have become accustomed to using digital music players and other electronic devices and carrying them at all times. Under no circumstances will the school be responsible for lost or stolen electronic devices that are brought to school. All valuable items should be left at home. If a student uses any electronic device at school without the permission of the teacher, the item will be confiscated. A parent must come to the school to retrieve the confiscated item from either the teacher or principal.

Emergency accident procedure

If an accident involving a student occurs, the child is sent to the school office. If there is any doubt as to whether the individual should be moved, the school office will be contacted and the proper authorities will be notified.

Please note: by signing the "Medical and emergency notification information" form, you have authorized the school principal or an authorized staff member to obtain necessary medical services that may be required for a child if parents or guardians are unavailable. By signing the aforementioned form, you have agreed to assume responsibility for any diagnosis/treatment and/or for medication deemed necessary. Therefore, it is of paramount importance that all personal information listed on the emergency card be accurate and up to date.

All injured students requiring medical attention will have an Accident Report Form sent to Gallagher-Bassett Insurance Company. The school office will handle the filing of the report.

Emergency closings

In severe weather, please refer to Our Lady Charity's website or Facebook page for any emergency closing of school. Before a decision to close school is made, the following factors are considered:

1. The decision of our local public schools
2. Safety of walking or driving
3. The ability of teachers to get to school

Parents will get a phone call, e-mail, and/or text message via our automated School Messenger system in case of school closing. It is a parental obligation to make sure the contact information the school has is current.

Information stating that school will be closed will be posted at www.emergencyclosingcenter.com, on the school website (www.olic-school.org), and on the school Facebook page as soon as it becomes available. If nothing is posted, school is open.

Emergency drills

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

Enrollment

Students will be admitted to Our Lady of Charity according to the following:

1. Students from school families who are currently enrolled or who have siblings who have graduated from Our Lady of Charity School;
2. Students of parish families who are active members of the parish as of the year in which they seek enrollment;
3. Students of families not currently registered in the parish.

Families of kindergarten students who will be new to the school and families and students entering a grade level where the number of applicants exceeds the number of students appropriate for the grade level will be prioritized for acceptance according to membership in Our Lady of Charity Parish.

A participating member of the parish is one who has registered with the parish (length of time may be considered), regularly attends liturgy, and volunteers for the parish.

Financial assistance

Tuition Grant Qualification and FACTS Process:

1. 2025-2026 FACTS grants and financial assistance applications will open January 1st, 2025.
2. Families requesting a tuition grant must complete the following steps:
 - a) Register for school and pay any corresponding registration fees;
 - b) Verify with the school office that they are in good standing with their tuition balances;

- c) Completely fill out FACTS Grant and Aid by set deadlines and all grant application forms; which will include W2 and federal tax information (1040 forms);
- d) All families that are eligible for Archdiocesan scholarships (such as Caritas) must apply before an award will be granted;
- e) Must agree to provide all follow-up information requested;
- f) Must keep all awards and correspondences confidential.

3. The grant application process will be as follows:

- a) Families request a grant following steps listed in step #2 above;
- b) Grant applications will be prioritized based on financial need as stated by FACTS Grant and Aid;
- c) All applications will be reviewed by the Financial Aid Committee, which will consist of the pastor, principal, and other staff member, and may have a representative from the parish council. No active parent is allowed to sit on the committee.

4. Once a grant amount is decided upon, the applicant will be informed via email as to the amount of the award. The school reserves the right to interview all/any applicants to determine validity of the data contained in the application.

5. The tuition grant is only applied to the tuition.

Tuition Grants Timeline:

- 1. Only students in good academic and disciplinary standing will be eligible for a tuition grant, along with financial need.
- 2. The total amount of grant money to be given out yearly will be determined each year by the pastor and principal in accordance with the school budget.
- 3. All returning families MUST APPLY for aid by APRIL 15th of the current school year for aid awards for the following year.
- 4. All returning families who apply by the April 15th deadline will have their applications reviewed. Grant notification amount will be issued on or about June 1st.

Firearms

Firearms are not permitted on the property of Our Lady of Charity parish, with the exception of licensed and identified law enforcement personnel. This policy includes school employees.

Forgotten items

Parents, at no time, will be allowed to deliver supplies or lunches forgotten at home to their child's classroom.

Being prepared for school is essential for a successful day. We expect our students to come with their needed materials daily. Items, including books forgotten at home, lunch, and classroom

materials, are not to be delivered to the classroom. We want to avoid any disruptions in the instruction time and respect the learning environment.

Gangs

Gang-related activities are contrary to Catholic social teaching and have no place in the Catholic school. Intimidation and disrespect of any person are unacceptable. The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others;
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing;
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related;
- conduct on or off premises that may be gang-related; and
- imitation of gang signs, symbols, actions, clothing, etc., at play before or after school, at recess, on or off school grounds.

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity.

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.

Graduation requirements

In order for an eighth grade student to graduate and receive a diploma from Our Lady of Charity School, the following expectations must be met:

- completed the school's academic requirements;
- achieved a passing grade on the Constitution of the United States and the State of Illinois examination;
- adhered to the school's code of conduct;
- returned all school materials; and
- maintained no outstanding balances on tuition or other required financial obligations.

Service Hours: 30 mandatory service hours for 8th graders (10 per trimester) are required for confirmation and graduation. It is a graded assignment for religion. Service hours can include serving or lecturing at Mass, community help such as working to clean up school or your block, babysitting for free, etc. The only requirement is to help outside of school, i.e., not staying in at recess to help a teacher.

Diplomas will not be awarded until all financial obligations are paid in full.

Head lice

Head lice, on occasion, do affect our students. Procedures are in place to try to prohibit the spread of head lice. A child's head may only be privately checked for head lice if they exhibit symptoms. Parents will be notified if the child does have head lice. While head lice do not cause disease, they are a nuisance and can spread quickly. For that reason, parents are expected to pick up their child immediately to begin treatment. Treatment must be successful before the child can return to school. Siblings may be inspected for head lice also upon return to school.

Health records

Upon entrance to Our Lady of Charity, a child's health record must be current. A record of a physical exam and appropriate immunizations are required upon entrance into preschool, kindergarten, and sixth grade. Students in kindergarten, second and sixth grades must also have current dental records. Kindergarten students must have a current vision test. Students transferring into Our Lady of Charity must also have proper medical/dental records on file.

If a child is not in compliance with the health and immunizations requirements, he or she may be excluded from school until the child presents proof of having had the health examination and having received required immunizations. Report cards may also be withheld.

Home-school communication

The principal sends home information in a weekly newsletter. This contains important dates as well as information about all events that are transpiring here at school. The newsletter is also posted on our school website, www.olic-school.org. Parents are encouraged to check their email regularly for messages from the teacher. Teachers may be contacted by school email (see website or by school phone).

Honor roll policy

The Our Lady of Charity Honor Roll for grades 4-8 is based on the academic average of the child. Academic average is determined by multiplying each "A" grade by 4 points, each "B" grade by 3 points, and each "C" by 2 points. 4th grade: The sum is then divided by 7 for the 7 major academic areas (religion, reading, language arts, spelling, math, science, and social studies). 5th, 6th, 7th, 8th grades: The sum is then divided by 6 for the 6 major academic areas (religion, language arts, vocabulary, math, science, and social studies). To qualify for either

Gold or Silver Honor Roll, there must be no grade lower than a “C” in *any* subject. A grade of “C-” is considered to be lower than a “C” and will prohibit a student from attaining an Honor Roll status.

CRITERIA FOR HONOR ROLL:

Gold Honor Roll (“A” Honors) Academic average of 3.6 - 4.0

Silver Honor Roll (“B” Honors) Academic average of 3.0 - 3.5

Hot lunch program

The school provides a hot lunch program through the Archdiocese hot lunch program. Application forms are available to enable a family to qualify for free or reduced priced lunch and/or breakfast. These are distributed the first week of class. Lunch is ordered on a monthly basis. Orders must be completed on time to ensure your child will receive lunch during that period. Notification is sent in advance as to when orders are due. Your cooperation is greatly appreciated. Please make sure a child’s forgotten lunch is brought to school by the correct lunch time.

Illness

An ill child will be sent to the school office. If a child needs to go home, the school office will contact a parent (or an adult on the emergency card, if no parent can be reached). The child is to be picked up from the school office as soon as possible. A child should not return to school until he/she is completely recovered from the illness.

We ask that you be considerate to the other children in the class and do not send your children to school if they are sick or have a fever above 100 degrees. Children should remain home until they are fever free for 24 hours without the use of fever reducing medications. In addition, if a child is vomiting or experiencing diarrhea, they should remain home until they are free of these symptoms for 24 hours.

Other situations in which it may be necessary to keep your child home are, but not limited to, a severe or uncontrollable cough; runny nose with severe congestion that interferes with normal activity; conjunctivitis (pink eye) until 24 hours after treatment has started; rash with fever or behavior changes; strep throat or other streptococcal infection until 24 hours after starting antibiotics and fever has subsided; lethargy.

Do not send your child to school if he/she is ill. Tests, assessments and school work can be made up when they return. Report the absence to the office.

Communicable diseases: when the school becomes aware of a student with a contagious/communicable disease, the school shall notify the parents/guardians in writing. Appropriate information of the disease may be attached to the school’s notification, if the information is provided by a health source such as a hospital or a licensed health agency.

Health professionals determine the incubation period for contagious diseases/conditions. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school. Questions regarding communicable diseases should be directed to the local health department.

If your child has seen a doctor for an illness and has been diagnosed with a transmittable disease (i.e. conjunctivitis, strep, fifth disease, scarlet fever, etc.), notify the school.

Students sustaining minor injuries will be given first aid. A parent/guardian will be called, if necessary, or called immediately if the injury is questionable or more serious.

Inspection of academic records

Parents have the right to look at their child's records maintained in the school file. The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure. You have the right to request corrections in your child's records if you believe the information is inaccurate.

Insurance

Currently no student accident insurance is offered through the school.

Internet permission and use

Technology is an essential part of an academic education. In order to serve this part of the students' education, rules must be in place for the use of the internet on school grounds.

Forms are sent home at the beginning of the school year that parents must sign and return to school. These forms grant their children permission to use the Internet here at school and outline the acceptable use policy. The school uses a firewall to prevent students from accessing inappropriate material while using the Internet here at school. Any student caught deliberately trying to circumvent the firewall by any means will not be permitted access to the computer lab, classroom devices, or the Internet for a period of two weeks. This will have a detrimental impact on a student's ability to complete needed assignments and could adversely affect their grades for a given marking period. Any subsequent inappropriate actions will lead to further disciplinary action that may include suspension from school. The firewall is in place to ensure that students are only accessing quality materials that have clear applications to what they are studying in the classroom.

Learning development services

Teachers will work with parents to identify any special needs or challenges individual students may have that serve as barriers to the educational success of a child. Children can be diagnosed

for a learning disability by Cicero School District #99. All the necessary forms are in the school office and must be completed by the teacher and subsequently signed by the principal and parent.

A reading remediation program is available to qualifying students in primary grades who are not reading at grade level. The program teacher is provided by School District #99. Speech services are available for qualifying students.

Lost and found

A “Lost and Found” box is located in the school office. Students and parents should check in the extended day room for misplaced items. All student clothing and personal items should be labeled with the child’s name and current grade level. Items are given to charity if not claimed.

Mandated reporters for child abuse

Any member of the Our Lady of Charity faculty who has reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS). This includes the principal, teachers, teacher assistants, the school secretary, custodial staff, school board members and anyone who is employed by the school.

Medication

Our Lady of Charity school retains the right to deny requests to administer medication to the student provided that such a denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

In accordance with applicable State Law, the school will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the school and provide and administer them as necessary according to State Law. To the extent the school is able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours and maintained in the school office in a secure location. However, no one should rely on the school for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. The Catholic Bishop of Chicago, an Illinois corporate sole, the school, their employees, and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a

result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parent or guardian or by the student's physician, physician assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporate sole, the school and their employees and agents against any claims, except a claim based on willful and wanton conduct arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Mental health protocols & assessments

Our Lady of Charity takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. 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 cocurricular activities at Our Lady of Charity.

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

1. Require a 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 Charity School academics and cocurricular 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, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 - b. Safety statement: The student is not at risk of self-harm or harming others, and it is appropriate for the student to return to Our Lady of Charity 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 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 missing homework, tests, and other academic supports. 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 with the plan by signing it and committing to implementing the plan 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 reason.
 - 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.

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.

Parent Visits

Parents are welcome in the school. They should, however, schedule an appointment if they are going to meet with the principal, their child's teacher or visit their child's classroom.

Parental commitment program

Each family is required to commit 25 hours of volunteer service to the school or parish or pay a fee of \$500 in lieu of hours contributed. If the 25 hours are not met, the amount due will be prorated by the number of hours not completed. These hours can be completed in a variety of ways including chaperoning class field trips, parish clean up days, coaching, assisting teachers with projects, lunchroom volunteers, helping at FSA events, church cleaners, assisting on committees or volunteering for school fundraising events, teaching catechism, and many other opportunities. Hours not completed will be charged to a family's tuition account at a rate of \$20 per hour.

Parental fundraising

For the 2024-2025 school year, fundraising and volunteer hours are mandatory. There will be three mandatory fundraisers:

1. purchasing \$250 worth of tickets for the 2024 Car Raffle (due November 22, 2024)
2. selling 3 chocolate boxes for \$180 (due April 7, 2025)
3. raising \$75 in sponsorship for the annual Walk-a-thon (September 26, 2024)

Families will be billed prior to each fundraising event to ensure participation

Parent/guardian conduct

Parents/Guardians in the local school community are 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. Unacceptable behaviors include, but are not limited to, harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- 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;

- Inform parents that the right of the parent/guardian 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 conferences

Parent and teacher conferences will be made available twice during the school year. All conferences will be at the halfway point of the marking period. Parents are expected to attend the first conference. The remaining conference is optional for parents unless the teacher requests the time.

Parties

When special parties or holiday celebrations take place, the grade level homeroom teacher should coordinate and plan the event. The academic teachers who have the class at the regularly scheduled time should assist and support the event as needed. Administration must receive the information regarding these events in advance and grant approval. If a child wishes to celebrate his or her birthday with classmates, parents must make prior arrangements with the classroom teacher. Elaborate parties are not permitted. Parents should consider bringing healthy foods for the celebration. Please bring portioned items – i.e. individual juice boxes rather than a gallon of juice that would require cups and pouring. All items brought must be *store bought* and have an ingredient list.

Passes

A hall pass may be issued by a teacher any time a student is given permission to leave the classroom. At no time should a student be in the hallways without the consent of the teacher.

Personal gifts/invitations

In an effort to respect the feelings of others, students are not allowed to pass out personal information, party invitations (unless all children in class are included), or exchange individual Christmas/birthday gifts to selected students during the school day.

Pets on school grounds

Out of respect for those students with allergies to dogs or other animals or for those students who may not be comfortable around animals, students and families may not bring animals on school grounds/buildings before school, during the school day, or at dismissal.

Photography Permission

Forms are sent home at the beginning of the school year that request parental permission to use student pictures in school publications, including posting photos on the school website. If the

form is not returned, it will be assumed that you give permission for your child's photo or academic work to be included in any form of communication.

Prayer/ Pledge

Each day is to begin and end with a prayer. After the morning prayer, the Pledge of Allegiance is recited.

Progress reports

Progress reports are issued at the mid-point of each trimester. Progress reports are to be signed by the parent and returned to the homeroom teacher the following day.

Public scandal

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on Our Lady of Charity church or school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others.

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

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.

Refunds

If a student withdraws from the school prior to the tenth calendar day of the month, fifty (50) percent of the tuition for that month will be refundable. If a student withdraws from the school on the 10th day of the month or after, the tuition for the month is fully earned. Beyond the month of withdrawal, as outlined above, any tuition prepaid by the student's family will be refunded.

Registration fees for families currently enrolled at Our Lady of Charity school are non-refundable. A non-refundable registration fee will also apply to families not currently enrolled at Our Lady of Charity School, payable at time of application.

Registration fee

Each year a registration fee will be due per family. Families of currently enrolled students will have the registration fee billed to their FACTS tuition account unless paid in the office or online. Students new to Our Lady of Charity will pay their fee upon application. The registration fee for the 2024-2025 school year is \$440.

Late registration (including pre-school)

1. For students starting late, tuition and any book fees will be prorated. We will not distinguish between the start date, i.e. starting the last day of the month will be treated the same as starting the 1st day of the month. When students register late, they will still be responsible for paying the full registration fee.

2. Families registering late will be able to apply for tuition grants provided they follow the step outline in Policy #2 under Financial Assistance.

Religious program

A primary reason for the existence of Our Lady of Charity School is to provide an environment where Christian values are lived and where sound Catholic doctrine is taught. Special attention is given to the preparation and presentation of the formal religion classes, and all teachers strive to stress Catholic values in every area of the curriculum. It is the home, however, that is responsible for reinforcing these values.

We urge parents to pray with their children and to cooperate with the school and parish communities in forming their children into wholesome Catholic adults. The school provides opportunities for prayer in the classroom on a daily basis, and all students attend school Mass regularly. Special all-school liturgies are celebrated monthly on Sundays at noon throughout the school year. This is our Sunday Family Mass. All students from all grade levels and their parent(s) are expected to attend. Sunday Mass fulfills God's law: the Third Commandment is, "Remember to keep holy the Sabbath day" (Ex 20:8). The Christian Sabbath is Sunday. The Commandment is not a suggestion or a request; it is a command. The law makes compulsory what we should want to do on our own. Grade levels rotate the sponsorship of each month's Mass, and provide refreshments for everyone after church in Halpin Hall. Here is the grade level schedule, but again, all students are expected to be present:

September 8: 6th grade

October 20: 2nd grade
November 10: 8th grade
December 8: 7th grade
January 12: 5th grade
February 9: 4th grade
March 9: 3rd grade
April 26: 1st grade
May 19: 8th grade

Report cards

Report cards are issued three times a year. Please check the monthly school calendar for dates. All financial obligations must be up to date in order for reports cards to be distributed.

Request for teachers

Classroom placement for students is professionally determined by teachers and the administration in relation to:

- Gender balance (as close as possible) in each homeroom
- Special academic needs
- Social considerations

Teachers at each grade level follow the same curriculum objectives during the year though teaching styles may vary. Requests for particular teachers will not be considered.

Retention of students

Retention of students in Preschool through Grade 8 will be a collaborative decision made among the teacher, parent(s), and principal following the procedures of the Office of Catholic Schools.

The decision to retain a student is an extremely serious one and will be made only if there has been adequate evaluation and documentation to indicate that a student would most likely benefit from repeating a grade. Retention of a student should not be used as a punitive measure and only when it is in the best interest of the child.

The following guidelines may help avoid misunderstandings. Teachers will implement the following:

- September/October – Adjust learning program for child who may be getting a slow start, and notify parents/guardians in writing.
- November – Reevaluate learning program. Implement process for outside testing, extra help, further adjustments to program. Keep parents informed in writing as well as the principal.
- December – Monitor development. Keep parents/guardians informed.

- January – Conduct evaluation conference with parent/guardian. Discuss possible alternatives, including retention, with family and principal. If advisable, refer the child for academic testing or continue to pursue all or some of earlier recommendations.
- February – Inform parents/guardians in writing as to student’s progress in light of adjustments made. Provide a copy for principal.
- March – Discuss retention with family and principal. Document content of discussion and place in student’s file.
- April – Make a preliminary decision regarding retention in consultation with the principal. Discuss further with parents/guardians.
- May – Make a final decision regarding retention in consultation with principal. Notify parent/guardian. Place copy of notification in student’s file.

School Hours

Office Hours: Monday through Friday 7:30 AM – 3:30 PM

Office hours will change in the summer months.

Pre-kindergarten through Eighth Grade:

7:50 AM	PK, K, 1, 2, 3 & 4 entrance
7:55 AM	5, 6, 7, & 8 entrance
8:00 AM	Must be in classroom
10:45 AM	Lunch (K, 1, 2)
11:10 AM	Lunch (3, 4, 5)
11:35 AM	Lunch (6, 7, 8)
2:40 PM	PK and K dismissal
2:50 PM	dismissal for all other grades

All children should be picked up by 2:55. It is the parent or guardians’ responsibility to pick up children on time unless a student is in an after-school activity. If a child is not picked up by 3:00, the child will be escorted to the extended day program and the parents/guardians will be charged.

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.

Search and seizure

All property of the school, including student desks and coat rooms, as well as contents, may be opened, searched or inspected at any time without notice. School authorities are allowed to inspect and search personal effects left in those areas by students without notice to or consent of students and without search warrants. The school will report weapon and controlled substance violations to the local police.

Sexual harassment

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

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.

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.

Standardized testing

The iReady Diagnostic is given to each child in grades K-8 three times yearly. The results are sent to parents and are used to assess the current curriculum needs of the school and assist in academic planning.

State health requirements for school

1. Dental- All students in kindergarten, 2nd and 6th grade are required to have a dental examination performed by a licensed dentist.
2. Health Exams- Health exams/immunizations are required for all students in accordance with the Illinois (ISBE) requirements. A health exam is required by all children entering pre-kindergarten for the first time, kindergarten and 6th grade. Preschool and 6th grade must meet the Hepatitis B requirements. Health exams must be completed within 1 year prior to the

entry into the above grades. Health exam forms are required to be submitted to the office prior to the first day of school or the student will be sent home. An out of state or out of country transfer student must present a health exam that was completed within 1 year prior to entry on a form comparable to the Illinois health exam form.

3. Eye Examinations with a licensed optometrist or ophthalmologist are required for all students entering kindergarten or students entering first grade who did not attend kindergarten by October 15th.

Student drop off and pick up policy

Children coming to/from school by car may be dropped off and picked up in the parking lot. Enter only from 58th Avenue and exit only on 37th Street. Park only in designated spaces in the lot, not in the aisles. Wait until all children are away from the cars before pulling away. The parking lot areas are to be vacated immediately after school.

Doors will be open at 7:50 am. Students will enter through the north doors and go directly to their classrooms. The school is not responsible for students who arrive earlier than 7:50 am unless they check into the before care or breakfast program.

Students will enter into the building at the staggered times noted below:

South lines/door
7:50 AM 3 & 4
7:55 AM 5 & 6

North lines/door
7:50 AM PK, K, 1 & 2
7:55 AM 7 & 8

Our school day begins at 8:00 AM.

Students will be dismissed at the staggered times noted below:

South lines/door
2:50 PM 3, 4, 5 & 6

North lines/door
2:50 PM 1, 2, 7 & 8

North doors
2:40 PM PK & K

Teachers will escort students outside at the end of each school day. Teachers will remain outside until all students are picked up.

Supervision

Children must be under teacher supervision at all times. This is a vital legal responsibility. No child or group of children is, therefore, to be left unsupervised at any time.

Tardiness

Students are expected to be in class on time so they maximize their learning opportunities. Students who arrive at school after 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 excused tardies each semester. Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

The school doors will open at 7:50 a.m. The school is not responsible for students who arrive before this time. The tardy bell rings at 8:00 a.m. **The students must be at their desks, ready to begin the day at 8:00 a.m.** Tardiness has a negative impact on the entire school community. It does not only affect the child who is tardy, but disrupts the learning environment of every student in that classroom.

Each student is permitted to be tardy three times a trimester.

- Should the child be tardy a fourth time, the parent will receive a warning note and counseling by the teacher.
- The fifth tardy will result in the child being sent to the office for a conference with the principal.
- The sixth tardy will result in a mandatory parent conference.
- Subsequent tardies may result in a morning or afternoon detention with a supervision fee of \$5 added to FACTS.
- Please get your child to school on time.

Technology use outside of school

Parents and Guardians are primarily responsible for their students' appropriate and ethical use of technology outside of the 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. Technology may include, but is not limited to computers, ipads, laptops, tablets, television, DVDs, videos, etc.

Illinois Juvenile Supervision Laws prohibit a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual activity or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school rules or property.

Students will be disciplined for sexting and each case may be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her 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.

Threats

All threats made by students will be treated seriously. Any threat of violence made by a student will result in the following:

- Parental notification
- Notification of police
- Notification of the Archdiocese Office of Catholic Schools
- Possible suspension/ expulsion will be determined by the principal

Tuition and fees 2024-2025

Preschool child	\$6,567
One child	\$6,567
Two children	\$10,146
Three children	\$13,334
Four children	\$15,672

Call the school office for tuition rate for five children or more

Registration	\$440
Volunteer hours	\$20 for each hour not worked

Registered active parishioners of Our Lady of Czestochowa and Charity parish may qualify for a \$300 tuition discount.

Definition of a parishioner: All families who actively continue in faith development, financially contribute (as is possible) and attend Mass regularly at our parish or St. Mary of Czestochowa. Only registered parishioners of our parish will be considered for financial assistance. *Must notify school about method of donation; ei: envelope, online, pushpay*

The discount will be given in the following schedule:

1. \$150 discount of your December tuition payment
2. \$150 discount of your April tuition payment

Please remember that to be considered a registered, active and contributing parishioner, one has to not only register but financially contribute to the parish by means of electronic funds transfer or by dropping your donation in specially provided envelopes. The envelope system tracks both Mass attendance and giving. We have parishioners who sometimes find themselves for short or longer periods unable to give, but they still drop their envelope in the basket to show that they

were here. Every year we look at those who are registered in the parish, and if there is no discernable activity via EFT or envelopes, they are reduced to inactive status. This is also important so that the Archdiocese does not assess Our Lady of Czestochowa and Charity for inactive parishioners.

Other fees may occur during the school year such as, but not limited to, hot lunch, extended day, field trips, etc. Tuition cost does not reflect the actual cost of educating a child at Our Lady of Charity School.

Families registering or re-registering in Our Lady of Charity School are entering into an agreement with the school to pay the fees and amounts as set forth in the tuition schedule for that school year. Our Lady of Charity School uses FACTS to collect all tuition. Each family must create an account set up for automatic withdrawals. Payments are due on the 5th or the 20th of each month and should be submitted directly to the company.

Volunteer and fundraising responsibilities

1. Families are expected to volunteer for at least 25 hours of service at the school. Families that do not fulfill this commitment will be assessed the current commitment waiver fee (currently \$20 for each hour not completed).
2. Each family will also be responsible for participating in three mandatory school fundraisers. A car raffle and a walk-a-thon that will take place in the fall, and a chocolate sale in the spring.

Tuition collection policy/ FACTS

All families must register with FACTS tuition management, our means of collecting tuition. FACTS offers families flexible and convenient payment options and payment plans. Their website is available to parents 24/7.

1. Families who fall under the definition of a parishioner (outlined in policy #1, of financial assistance) are entitled to a discount of \$300
2. All families are expected to pay a registration fee at the time of registering. This fee is non-refundable. No portion of this fee will be applied to tuition, this fee covers tuition management set-up and administrative work required to set-up a family within the school systems.
3. Families will make tuition payments according to one of the following payment plans
 - a) Full payment
 - b) Trimester Payments
 - c) 10 Monthly Payments
 - d) 11 Monthly Payments
 - e) 12 Monthly Payments
3. Extended Care will be billed separately from School Tuition and Fees. There will be a registration fee and a flat rate per student. See extended care section for more details.

Tuition delinquency

1. All families will be required to create a tuition contract in FACTS that includes the following:
 - a) The amount of tuition and book fees owed will be entered by school (net of tuition grant).
 - b) The payment plan chosen and the start date of the payment plan.
 - c) Any required volunteer obligation.
2. Once the plan/contract is in place, if a tuition payment is not received by the due date, it will be considered late and FACTS will assess a late fee, which will be the responsibility of the families.
3. Once their payment plans are set-up in FACTS, all families are required to access their accounts and set-up an automatic payment type within the system.
4. Once a family falls 60 days behind in their payment the student(s) within that family will be excluded from class until the time that the tuition account is up to date.
5. In the case of hardship, the family can meet with the principal and if the family provides a reasonable explanation supported by appropriate documentation, the principal may agree to an appropriate late payment schedule. In select extreme circumstances, the principal may decide, with agreement from the pastoral staff, to reduce the tuition payment amount by applying the tuition grant guidelines from policy #1. In either case, the new payment schedule will be communicated.
6. If by May 1st the families account is past due the following actions will be taken:
 - a. Final report cards will be withheld until the tuition account is paid in full.
 - b. Past grades and other student information (except for state mandated information) will be withheld for students transferring to another school.
 - c. 8th grade students will be withheld from graduation activities and diplomas will be withheld until account is up to date.
7. When school ends in June, the principal will contact any family with an outstanding balance. If the tuition and fees has still not been paid by August 1st, the names of those families will be turned over to the Diocesan Legal Group for follow-up and those families will not be allowed to return the next year.

Uniform Policy

The school uniform is worn as a symbol of pride in oneself and the school. The school needs parent support and cooperation to enforce the school uniform policy. Students will be in uniform on the first day of school. The school principal has final determination of appropriate attire and hairstyles. All school uniforms can be purchased through:

Schoolbelles, 10139 South Harlem Avenue, Chicago Ridge, IL 60415
(708)929-4695 www.schoolbelles.com

Preschool Uniform Only:

Preschool students will wear the Our Lady of Charity gym uniform with gym shoes (plain black or white shoes with velcro, no flashing lights, cartoon characters, etc.) everyday.

Grades K-8

Shirts/Blouses

Boys:	Grades K-8	Long or short sleeve white polo shirts* or turtlenecks
Girls:	Grades K-8	Plain white uniform button-down cotton blouses or white long or short sleeve polo shirts* or turtlenecks

*Shirts, blouses, and polos must be tucked in at all times.

Pants

Boys:	Grades K-8	Black twill dress trousers; trousers should fit appropriately and be worn at the waist. This also applies to out-of-uniform days. No baggy or oversized trousers will be allowed; no corduroys, jeans, joggers, or sweatpants.
Girls:	Grades K-8	Black twill dress trousers may be worn year-round; no jeans, joggers, or sweatpants; no skinny fit or corduroys

Skirts/Jumpers

Girls:	Grades K-4	White/red/black plaid v-neck jumpers
	Grade 5-8	White/red/black plaid split skirts or kick pleat skirts*

*If shorts are worn under the skirts, they must be shorter than the skirt. Proper skirt length is two inches above the knee or longer. Black leggings may be worn under the skirt or jumper.

Sweaters

Boys:	Grades K-8	Plain red cardigans, red v-neck pullovers, red vests, blue sweatshirt or black quarter zip pullover must be worn.
Girls:	Grades K-4	Plain red cardigans, blue sweatshirt or black quarter zip pullover may be worn.
	Grades 5-8	Plain red cardigans, red v-neck pullovers, red vests, blue sweatshirt or black quarter zip pullover must be worn

Socks/ Tights

Boys:	Grades K-8	Black or white socks
Girls:	Grades K-8	Knee-high or over the ankle solid red, white, or black socks or rights are permitted. Black leggings may be worn under the skirt or jumper.

Shoes- Students K-8

- Black or brown dress shoes must be worn with the school uniform. Heels should be low and have a soft sole. **All black or all white low-top sneakers** may also be worn with the school uniform. Sneakers should not have designs, contrasting logos, flashing lights, or any other distractions.
- Sneakers are required on gym days.
- Snow, hiking, or cowboy boots, or other forms of outdoor footwear, are not permitted in class. If it becomes necessary to wear any of the above because of weather conditions, they must be exchanged for school shoes in the classroom.
- School principal will make the final determination of the appropriateness of the shoe. Please be conservative with your choice of shoe. If necessary, parents may be asked to replace the student's shoes.

Hair

Student's hair must be neat, clean, and well-groomed. **Hair should remain its natural color.**

Jewelry, Make-Up, and Nail Polish

- Makeup, nail polish, and fake nails are not permitted. Nails must remain natural and unpolished. This also applies for out of uniform days.
- Wrist watches and appropriate religious medals or crosses are the only jewelry that is permitted to be worn by students. Bracelets (except medical) are not allowed.
- Body art, including self-applied marker, ink, etc., is not allowed.
- Girls who have pierced ears may wear one pair of small stud earrings may wear one pair of small stud earrings. Earrings are not permitted in the cartilage of the ear. Boys are prohibited from wearing earrings.

Warm weather uniform (optional)

From the beginning of the school until October 31 and from May 1 until the end of the school year.

Shorts- boys and girls

Grades K-8 Black walking shorts allowed (no athletic shorts); shorts should be above the knee and below mid-thigh.

Socks- boys and girls

Grades K-8 Over the ankle socks; no patterns or designs are allowed on socks.
Girls: Only solid red, white or black socks or tights are permitted.

Gym uniform for all grades

- Only Our Lady of Charity logo gym wear is permitted, however any plain blue t-shirt is permissible. Sweatpants must be worn at the waist. Sweatpants must be worn to ankle length.
- Students may wear a long sleeve t-shirt underneath their gym shirt. The only color permitted is white.
- Students are required to wear standard gym shoes

- Gym and spirit wear may only be worn on gym days (e.g. hoodies)

Non-Uniform Days

Children are not required to wear their school uniforms on these days:

1. The child's birthday
2. A day where the child has earned a "No uniform day" as a prize or reward
3. Days in which the school has declared an out-of-uniform day due to a special occasion.

When children are not in uniform, they are expected to come to school dressed appropriately. Tight fitting clothing as well as t-shirts, buttons or patches with suggestive or double meanings are not appropriate dress for school. Tops with spaghetti straps, tank tops, crop tops, short-shorts, skinny jeans, leggings, yoga pants, and excessively loose fitting clothes may not be worn. Tops must have sleeves.

The uniform may not be altered in any manner, e.g., rolling up skirts, etc.

The school reserves the right to have the office call home for a change of clothes should he/she be dressed inappropriately for school.

The uniform code on jewelry, make up, nail polish, hair, and shoes applies on non-uniform days.

Vacations during the school year

Because of the serious disruption to a child's learning process, vacations during the school year are strongly discouraged. "Making up the work" never substitutes for the actual classroom experience and teacher's instruction. Likewise, grades invariably slip as a result of such vacations. If parents do arrange such a vacation, however, advance written notice should be given to the school office, stating the exact days the child will be absent. The school takes no responsibility for the learning missed during the absence, nor will teachers prepare work to be done during the trip. When the child returns, he/she is to ask each teacher what work/tests have to be made up. It is the responsibility of the parents to see that the child learns the material, makes up the work, and prepares for the tests.

Visitors

For reasons of security and safety, all school visitors must first register in the school office. All visitors must sign the visitors log inside the main office. Parents are not to enter the principal's office or classrooms at any time without an appointment or permission of the principal. Parents must schedule an appointment to formally visit a classroom.

Volunteer and chaperone guidelines

Prior to the field trip, the lead teacher will provide chaperones with information regarding the trip, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply to school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.
2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. *If you can't see the student, you are not supervising!*
3. Students must stay with you at all times. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. *Count, count, count throughout the day!*
4. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.
7. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
8. In order to comply with school policy, chaperones may not
 - use, sell, provide, possess or be under the influence of drugs or alcohol.

- . use tobacco or tobacco products in the presence of, or within the sight of, students.
- . possess any weapon or firearm.
- . administer any medication, prescription or nonprescription, to students.

9. Questions regarding these guidelines should be directed to the principal or the teacher.

Volunteer requirements

As part of their total educational program experience, children participate in a variety of field trips within the school year. A parental permission slip must be signed and returned to the school before a child may participate. Parents who would like to serve as chaperones must complete all the necessary Archdiocesan requirements for volunteers in order to be allowed to assist in the supervision of children on field trips. All chaperones and parent volunteers must be at least 21 years of age and comply with the following Safe Environment requirements:

- VIRTUS class certificate of attendance or on-line
- Background check through the VIRTUS app
- Code of Conduct personnel acknowledgement form
- Child Abuse and Neglect Tracking System (CANTS) form
- Mandated reporter

Weapons

Students shall not carry, possess, display, or use weapons in school or on school premises. Depending on violation circumstances, students will be counseled, suspended, or expelled. The definition of weapons for which students can be expelled includes, but is not limited to, knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.

Winter weather

When the outside temperature is 20 degrees or below, all children remain indoors for recess. When the temperature is above 20 degrees and the air is generally dry, all children are expected to go outdoors.

For preschool, the guideline followed for outdoor play is above 25 degrees and below 90 degrees.

Right to amend

The school's policy and procedures are updated continually to meet the changing needs of our students. As such, the principal reserves the right to amend the parent handbook as needed. The school will attempt to keep parents/guardians notified of all changes as soon as practical. However, some changes may be made immediately due to unforeseen circumstances.



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

TO: Parents, Teachers and all other School Employees

FROM: Frank Zarate, Jr., Principal

DATE: August 1, 2024

SUBJECT: Notification Letter Concerning Asbestos
Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

The school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.



OUR LADY of CHARITY SCHOOL
3620 South 57th Court, Cicero, IL 60804
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PARA: Padres, maestros y empleados escolares
DE: Frank Zarate, Jr., Director
FECHA: 1 de agosto de 2024
ASUNTO: Carta de Notificación con relación al Plan de Manejo y Control de Materiales con contenidos de Asbestos para su escuela

En 1986, el Congreso aprobó la Ley de Respuesta de Emergencia contra los Peligros del Asbesto (AHERA por sus siglas en inglés). Esa ley obliga a todas las escuelas, desde el jardín de niños hasta el 12o grado, a ser inspeccionadas y a identificar materiales utilizados en su construcción que contengan asbestos. La ley exige el desarrollo de un Plan de Control y Manejo basado en los hallazgos de la inspección, el cual delinea nuestra intención de controlar la exposición potencial a las fibras de asbestos en nuestras escuelas.

En el pasado, los asbestos se utilizaron de manera muy amplia en materiales de construcción debido a sus capacidades de aislamiento y para retardar los incendios. Virtualmente cualquier edificio construido antes de la segunda mitad de los años 1970 's contiene al menos algunos asbestos en el aislamiento de las tuberías y en las estructuras contra fuego. Nosotros también tenemos edificios con materiales que contienen asbestos. La preocupación principal surge cuando estos materiales comienzan a deteriorarse o se dañan.

Después de la inspección realizada a su escuela se identificaron en su edificio algunos materiales que contienen asbestos. Estos materiales se encuentran en diferentes lugares incluyendo las losetas del piso, el aislamiento de las tuberías y las áreas mecánicas no accesibles a los ocupantes de los edificios o a los estudiantes.

El Plan de Inspección y Manejo de su escuela delinea en detalle los métodos utilizados para mantener bajo un control seguro estos materiales. Además, como lo indica la ley, varios miembros apropiados de la escuela han sido capacitados para administrar este programa.

En el archivo de la oficina de su escuela local se encuentra una copia del reporte de inspección y del plan de control y manejo para que usted pueda revisarlos si así lo desea.

Parent and Student Handbook

Available on our website: olc-school.org (click on parents)

Return this page by September 6, 2024

Parent Signatures

After you have read the entire parent and student handbook and discussed it with your student(s), please sign and date the form below. Your signature indicates that you have understood the policies, procedures and rules set forth in the document and are willing to adhere to them.

Please note that the school's policy and procedures are updated continually to meet the changing needs of our students. As such, the principal reserves the right to amend the parent handbook as needed. The school will attempt to keep parents/guardians notified of all changes as soon as practical. However, some changes may be made immediately due to unforeseen circumstances.

Parent/guardian signature: _____ Date: _____

Please print name: _____

Student name(s):

Grade(s):
