

**OUR LADY OF THE  
WAYSIDE SCHOOL  
FAMILY HANDBOOK  
2018 - 2019**



Our Lady of the Wayside School  
432 S. Mitchell Ave.  
Arlington Heights, Illinois 60005-1894

**OUR LADY OF THE WAYSIDE SCHOOL  
432 SOUTH MITCHELL AVENUE  
ARLINGTON HEIGHTS, ILLINOIS 60005-1894**

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## **SECTION ONE: INTRODUCTION**

### **A MESSAGE TO PARENTS**

We offer this handbook to all families who have students in Our Lady of the Wayside School. Kindly read this booklet and keep it as an available reference. We are grateful for your support and understanding in all school matters. Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as possible. Some changes might have to be made immediately due to unforeseen circumstances.

### **MISSION STATEMENT AND CORE VALUES**

Our Lady of the Wayside School is dedicated to enriching our students' minds, fostering a deep and meaningful faith in each child, and expanding their talents. That is the mission statement for OLW School and all decisions stem from it.

We are committed to providing a vital Catholic environment where Christian values, mutual respect and trust are emphasized for students, teachers and families in all programs and activities. We encourage each student to recognize, develop, and share his or her God-given talents and gifts. We teach our students to understand and live the Gospel message of Our Lord Jesus Christ.

Our Catholic faith is enlivened by the core values we share:

- We will plan our curriculum to give students the highest quality education while motivating them to pursue academic excellence. We will prepare students to meet the challenges of our world and lay the groundwork to develop into our future leaders.
- We are dedicated to promoting the fullest possible spiritual, intellectual, emotional, physical and social growth/development of each student through an education which seeks to foster Christian values as presented in the Gospels.
- We will provide a strong Catholic environment where our students will come to realize a religious faith and lifelong value system. Peace, justice and concern for others are valued over personal status or material comfort.
- We will strive to help each individual acquire constructive critical thinking skills, the knowledge to reason independently, the interest to assume a positive attitude toward learning as a continuous, life-long process, and the appreciation and wonder to celebrate the beauty of creation.
- We will endeavor to nourish within our students a positive self-esteem, an acceptance of others, and the self-confidence to resist social pressure. Consistent with their strengths and limitations, Wayside students are guided to develop the self-discipline and leadership qualities which will help them to reach their own potentials and goals. Through the model of parents and teachers, Wayside students are led to accept responsibilities toward their community, Church, and sisters and brothers throughout the world.
- We recognize parents as the primary and principal educators of our students. The staff joins with them in creating an atmosphere enlivened by love and respect for God and for others. Together we strive to encourage the students to develop a positive attitude toward learning and a respectful support for authority within the school community. Consistent cooperation and mutual respect among parents, teachers, and students are essential to the successful accomplishment of the OLW mission.

## **SECTION TWO: ADMISSIONS**

### **POLICIES ON REGISTRATION AND ADMISSION**

Our Lady of the Wayside School is maintained to offer a Catholic education to children of families registered as Our Lady of the Wayside parishioners. The admission of students other than parishioners is based upon the availability of classroom space. Preregistration for the coming school year will be provided for any and all students currently enrolled in the school.

In addition an opportunity to preregister a student new to Our Lady of the Wayside School in preschool through grade eight shall be provided to any family with other children currently enrolled in kindergarten through grade eight of Our Lady of the Wayside School.

Registration for all other students new to Our Lady of the Wayside School in preschool through grade eight shall be based upon the following priority order:

- children of families registered as parishioners in Our Lady of the Wayside Parish before December 1 of the year prior to the year the child will start school
- children of families newly registered as parishioners in Our Lady of the Wayside Parish
- children of Catholic families registered at parishes other than Our Lady of the Wayside
- children of non-Catholic families

Acceptance will not be guaranteed for preregistrations not completed prior to the opening of registration.

Parishioner families will have at least one week of registration priority before the opening of registration to children of non-parishioner families and non-Catholics.

A deposit is required at the time of registration for each student you register. This deposit is only refundable if you make a move to a location that is a significant distance from OLW .

Our Lady of the Wayside follows a two-rate tuition structure, “Participating Parishioner” and “Non-Participating Parishioner/Non-Parishioner”, with families selecting one of these tuition classifications at time of registration. To be considered a Participating Parishioner, families must meet the following requirements:

- Registered parishioners of OLW who regularly attend Mass with their children;
- Regularly contribute at least \$750 in Sunday and Holy Day offertory collections (July 1 to June 30)
- Are active in parish life by participating in parish and school activities.

Families with a demonstrated history of contributing above \$750 per year in Sunday and Holy Day offertory collections may continue to contribute by the means of their choice. Families new to OLW or those without a history of contributing at the required levels are required to contribute through e-giving ([www.givecentral.org](http://www.givecentral.org)) via regular weekly (minimum \$14.50/week) or monthly (\$62.50/month) e-giving contributions starting July 1 before the school term starts. Families may request a waiver from the financial contributions by contacting the business office when registering. Families not in compliance with the participating parishioner policies may have their tuition adjusted to reflect the Non-Parishioner rate.

The school may decline to enroll any applicant whose placement may impair the health, security, well-being, or educational progress of other students, or any applicant whose special needs might not be well-served by the programs or staff of the school. Such decisions shall be at the principal's discretion after consultation with the pastor, School Board, faculty or other appropriate individuals or agencies.

## **NON-DISCRIMINATION POLICY**

Our Lady of the Wayside School does not discriminate on the basis of race, color, sex, national or ethnic origin in any of its policies, programs, or activities.

Neither rights nor privileges generally accorded to students of the school shall be denied solely on the basis of race, color, sex, national or ethnic origin.

## **NON-CATHOLIC STUDENTS**

All non-Catholic students enrolled at Our Lady of the Wayside School will be required to participate in all religious instruction, prayer, and liturgical celebrations along with their Catholic classmates. Non-Catholic parents seeking to enroll their children in Our Lady of the Wayside School are encouraged to consult with the pastor regarding a program of instruction in the nature of Catholic religious education.

## **AGE REQUIREMENTS**

It is recommended that a child be three years of age before September 1<sup>st</sup> of the current year to enter our preschool for a three year old or four years of age before September 1<sup>st</sup> to enter our preschool for four year old. Students must be five years of age before September 1<sup>st</sup> to enter Kindergarten; and six years of age before September 1<sup>st</sup> to enter first grade.

## **CERTIFICATES AND EXAMINATIONS**

For admission of new students, parents/guardians shall present:

- 1) an official copy of the child's birth certificate
- 2) the Baptismal record
- 3) a current school physical (new, K,6)
- 4) current dental exam (K,2,6)
- 5) eye exam (new, K)

## **FINANCES**

Tuition (parishioner and non-parishioner), and all additional fees are listed on a supplement which will be published each year.

Our Lady of the Wayside School receives a large budget subsidy (approximately \$275,000) which covers a substantial portion of our per pupil cost. Our Lady of the Wayside parishioners are reminded of their responsibility to use their Sunday offering envelopes and to give their fair share (\$750 a year) in the weekly collection. You are asked to contribute generously to help support both our school and parish financial needs.

The Gloria Rebek Scholarship Fund is available to provide financial assistance for families who need help in meeting their financial obligations to the school. Parents who would like more information about our financial assistance program are asked to contact the school principal.

## TUITION PAYMENT POLICY

To assist OLW in the timely collection of tuition and fees (collectively “tuition”), OLW has retained SMART Tuition to manage and collect all tuition payments for the current school year. All families are required to register with SMART, which demonstrates each family’s commitment to pay tuition and fees in a timely manner. It is critical that tuition payments are made timely given OLW’s many financial obligations, such as teacher salaries, heating and electric bills, and building maintenance and improvements.

- Each family is required to register with SMART.
- When registering with SMART, families will select from among several payment plans (*e.g.*, annually, bi-annually, quarterly, monthly) and payment methods. The registration cost will vary depending on the payment plan selected.
- Be advised that SMART will assess a late fee to any tuition payments that are not made by their due date.
- Families with financial hardships should refer to the Tuition Assistance Policy and/or contact the principal or business manager to consider payment plan options or financial assistance. Families will be expected to adhere to all agreed payment options or special arrangements made between the family and principal and/or business manager.

## DELINQUENT TUITION POLICY

Families may view account information by establishing an online account with SMART. This can be done at SMART’s website [www.enrollwithsmart.com](http://www.enrollwithsmart.com).

Families are expected to adhere to their selected payment plans and due dates. Students will be excluded from attendance at school if an account becomes more than **60 days** delinquent.

If a family’s tuition balance is not current within **60 days**, the family’s child(ren) will not be allowed to attend school until the account is made current or other tuition payment arrangements have been made with the principal and/or business manager. Communication between families and the principal and/or business manager is of the utmost importance.

**OLW will notify any family whose tuition balance is not current prior to their child(ren) being excluded from school. Families will be notified of this delinquent tuition policy and that the family’s child(ren) will not be allowed to attend school if their tuition balance is not paid up to date, or if other tuition payment arrangements have not been made with the principal or business manager.** The principal and/or business manager may require families to apply for scholarship in connection with any agreement to modify their payment arrangements. The school reserves the right to pursue collection of all unpaid tuition and fees.

## TUITION ASSISTANCE POLICY

Economic diversity is valued at OLW. To that end, we offer needs-based tuition assistance to those families who value a Catholic education and need financial assistance to fulfill their tuition commitment. (Facts Grant and Aid Service) FACTS provides an application for financial assistance that should be completed and returned directly back to FACTS. Every attempt will be made to secure aid so that no student is unable to attend OLW due to genuine financial hardship. In order to be considered for the highest level of tuition assistance, the tuition assistance request forms must be filled out completely and turned in by April 15 for the next school year.

The actual and final tuition assistance amount offered to a family is determined by the principal and pastor based upon a number of factors, including the FACTS assistance application and the amount of tuition assistance available in the school budget. The amount of assistance will be unique to each family. Financial awards are effective for one school year and will need to be applied for on an annual basis. All existing financial commitments must be met in order to qualify for assistance for the following school year.

## **WITHDRAWALS**

Parents transferring children to other schools are required to notify the school at least one day in advance or sooner if possible. When possible, they are asked to give the name of the school the student will attend. School records will be forwarded upon receipt of a release form signed by the student's parent or guardian.

Before leaving OLV, students will turn in all of their textbooks and bus passes to their teachers. Parents are then asked to call the school office for the transfer and any refunds.

## **SECTION THREE: ATTENDANCE**

### **ABSENCE RESPONSIBILITIES AND TARDINESS**

Success in school requires regular attendance. A student who is needlessly absent misses valuable continuity of instruction, thus his or her work is affected for some time. However, a child should not attend school when it is detrimental to his or her own health or that of others.

The school administration in consultation with the faculty may recommend withholding the promotion of a student with excessive absences if the student's academic progress warrants this action.

Whenever a student, **preschool-8th grade**, is absent from school his/her parent or guardian is expected to telephone the school at (847) 255-0050 to report the absence. **Calls should be made between 7:30 a.m. and 8:30 a.m.** Due to the high number of calls during this time parents are requested to avoid lengthy conversations. Calls will be answered by the school voicemail system (elementary or middle school). Please indicate your name, the student's name, homeroom teacher or room number, reason for absence, and the expected duration of the leave. If an extended absence is anticipated and you wish to receive homework assignments, please indicate this on your absentee voicemail message. Homework may be held in the office for a parent to pick up or be sent home with a sibling or neighborhood friend. For accuracy sake verbal messages from siblings or e-mails regarding an absence will not be accepted. If a student has been marked absent by his or her homeroom teacher and no call has been received, the school will ordinarily contact a parent at home or at work to verify the child's whereabouts. Failure of parent/guardian to cooperate with the school in this procedure may jeopardize the safety of your child.

Students who arrive at school after 8:25 a.m. must report to the office of their respective building before reporting to class to obtain a tardy slip. This will help us to prevent unnecessary absence calls to parents.

No child will be dismissed from school during class hours without a written request from a parent or, in the case of an emergency, without verbal approval of a parent. The parent must call for the child at the school office unless the written request specifically states otherwise.

**Parents are strongly urged to avoid making appointments for students during the school day.**

If for some medical reason a student cannot go outside or participate in the physical education program, it is requested that the parents have a written statement from the physician. Generally, if a student is well enough to attend school, his or her health should permit him or her to go outside for a short period of time.

### **ABSENCE DUE TO ILLNESS - HOMEWORK**

If longer than one day, arrangements should be made with the teachers for all missed schoolwork to be completed. The student is responsible for completing missed assignments within a reasonable period of time designated by the teacher with a minimum of one day per day absent. Please request homework when reporting absences to ensure that work is available at the end of the school day.

### **Middle School Students**

If a student has a large number of absences the teacher will schedule a meeting with the parent to discuss completion of missing work.

## **FAMILY VACATIONS**

Parents are strongly urged to avoid planning vacations or other leaves of absence during the school year. If the absence is deemed necessary, parents are to contact the teacher in advance. Assignments will not be given before your child's absence. The teacher will save the missed work for your child. Students will be expected to turn in work and projects and/or take any necessary tests and quizzes upon their return if they were assigned to the class prior to the student's absence. The student is responsible for completing all other missing assignments and tests within a reasonable period of time as designated by the teacher.

No assignments prepared by the teacher can be an adequate substitute for actual school attendance. The school accepts no responsibility for the effects on student achievement resulting from extended absences.

## **TARDINESS - MIDDLE SCHOOL**

Any student arriving to school after 8:20 will need to report to the school office for a tardy slip. Please instruct your students to report to the office if they arrive later than 8:20.

**Middle school students can be dropped off starting at 8:00. It is important that students be dropped off in time for morning prayers and announcements.**

**All students arriving after 8:25 A.M. (elementary) or after 8:20 A.M. (Middle School) are expected to report directly to their respective building office for a tardy slip before reporting to class.** (This is important! Parents are called when a student is marked absent and no notification has been given to the school office.)

- All elementary school students arriving between 8:20 A.M. and 8:25 A.M. will still be marked tardy, but may report directly to their classroom.
- All middle school students arriving to school between 8:15 and 8:20 will be marked tardy, but may be sent directly to the classroom.

**Students are not to arrive at school before 8:00 A.M.** Children registered in the Before School Program, or for a specific adult supervised activity are the only exception to this rule. Parents are advised that there can be no provision made for supervision of children on the school grounds before 8:00 A.M. and after 3:20 P.M.

Students who are driven home from school should be picked up at dismissal time. If you anticipate being late in picking up a student please call the school immediately to let us know. Teachers are ordinarily unable to provide supervision after dismissal for a long period of time. After 3:30 P.M. students will be assigned to the After School Program and parents will be billed accordingly.

## **PARKING LOT CLOSURES**

The Park St. entrance is closed in the mornings between 8:00 A.M. and 8:15 A.M. Cones may be set out as early as 8:00 A.M.

The Park St. entrance is also closed at dismissal from 3:05 P.M until the parking lot is cleared (approximately 3:20 P.M.)

## SCHOOL HOURS

### Preschool Hours:

3 year-old / A.M.	(2 mornings) (Tues/Thur)	*8:30 A.M. – 11:00 A.M.
3 year-old / A.M.	(3 mornings) (Mon/Wed/Fri)	*8:30 A.M. – 11:00 A.M.
4 year-old / A.M.	(4 mornings) (Tue/Wed/Thu/Fri)	*8:30 A.M. – 11:00 A.M.
4 year-old / A.M.	(5 mornings) (Mon/Tue/Wed/Thu/Fri)	*8:30 A.M. – 11:00 A.M.
MULTI-age / All Day	(5 days) (Mon/Tue/Wed/Thu/Fri)	*8:30 A.M. – 3:00 P.M.

*\*Morning drop-off for preschool A.M. begins at 8:00 A.M.*

### Kindergarten Hours:

Half day / A.M.	8:20 A.M. – 11:15 A.M.
Full Day	8:20 A.M. – 3:05 P.M.

*\*Morning drop-off for Kindergarten begins at 8:00 A.M.*

### Grades 1 through 5 Hours:

Prayers /Announcements (Tardy Bell)	8:20 A.M.
Dismissal	3:10 P.M.

### Grades 6 through 8 Hours:

Prayers/Announcements (Tardy Bell)	8:15 A.M.
Dismissal	3:10 P.M.

### Before and After School Care Hours:

Before school	7:15 - 8:00 A.M.
After school	3:00 - 6:00 P.M.

*Before and After School Care is only available on full days of school.  
No After School Care is available on shortened days of school. Before School Care is.  
No Before or After School Care is available on the FIRST day of school.*

## SECTION FOUR: ACADEMIC AND RELIGIOUS INSTRUCTION

### SPIRITUAL DEVELOPMENT

Our Lady of the Wayside School takes its direction in religious education from the threefold purpose of teaching doctrine, building community, and serving others.

The teachers and staff of our Catholic School are aware not only of the scholastic but also the spiritual development of the child. The intellectual element is subservient to and guided by the moral and spiritual elements. Hence, the religious foundation is that upon which all else is built.

Students in kindergarten through grade eight ordinarily attend an all-school liturgy at least twice per month. They also attend Mass on Holy Days and for other special liturgies. Liturgies are always special celebrations for our school community. Parents and guests are welcome to join us. Uniforms are required at all Liturgies.

Students participate in all-school prayer services during the year (Ash Wednesday, Blessing of Throats [St. Blaise], an Advent/Christmas Prayer Service and other special occasions).

Grades two through grade eight receive the sacrament of Reconciliation once a year. Children receive instruction for their First Communion in grade two, as well as the Sacrament of Reconciliation, also received for the first time in grade two. Preparation for the Sacrament of Confirmation takes place in grades six, seven and eight. The Sacrament of Confirmation is received in grade eight.

Through prayer, religious instruction, service activities and example, our faculty and staff attempt to provide our students with the very best Catholic education. **However, parents should not forget they are the primary instructors and that a child's moral and Christian formation is determined almost completely by the quality of the child's home life.** The school can strengthen that, but never be a substitute for it. Since worship within the context of the parish community is an essential part of a good Catholic education, the school urges parents to accept the responsibility for regular family attendance at Sunday Mass.

Reflections and Daily Prayer - Each school day begins with formal prayer during the morning announcements. Teachers facilitate additional opportunities for prayer throughout the day. Additional school wide prayer is also shared over the announcements during the afternoon during seasons such as Advent and Lent. Each grade is expected to learn several specific formal prayers. Each class is encouraged to set aside time for prayer and quiet reflection as an expression of their faith community.

Retreats - Retreats are part of the sacramental preparation programs in grades two, seven and eight.

Altar Servers - Students may volunteer for this ministry as early as grade five. Special training takes place during their fifth grade year. They are assigned to serve as soon as their training is complete and they are encouraged to continue to serve throughout their middle school years.

## **ACADEMIC PROGRAMS**

The OLW curriculum includes religion, reading and language arts, mathematics, science and social studies.

Foreign Language - Spanish is offered one day a week in Kindergarten through fourth grade. This instruction is provided by Language Adventures. Daily instruction by a staff member of OLW begins in fifth grade and continues throughout middle school.

### Specials -

- Elementary students (K-5) also participate in weekly art, physical education, and library classes. Students in K-3 participate in a weekly music class designed to support the regular classroom curriculum and introduce band performance. Students in 4<sup>th</sup> and 5<sup>th</sup> grade will take part in a weekly choir practice.
- Middle School Students receive instruction in art, choir, physical education, and health.
- Band Program - This elective program is offered at an additional cost to students in grades four through eight. All band students are placed at the beginning or honor levels. Other activities are made available as time permits.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are generally scheduled twice a year in November and March. The purpose of these conferences is to discuss your child's progress as well as to share information that would be helpful to both parent and teacher. In place of the March conferences, Preschool holds their additional conference at the end of the school year. In addition, teachers are available to discuss students' progress with parents any time during the year.

Informal reporting to a parent takes place at other times during the year as needed through notes, telephone calls home and e-mails. Any parent who wants a conference is asked to call or e-mail the teacher to arrange an appointment before or after school. Teachers are generally not available before school or during the school day for unscheduled appointments.

## GRADING AND EVALUATION

Report Card - Reports cards are issued three times per year in grades K-8 to inform parents of student progress during that trimester. Teachers use letter and/or number marks to indicate a child's progress in each category. The report card form provides a key to explain the meaning of each mark. Math checklists provide additional information regarding student progress in regard to grade level standards.

### Grading Scales -

<i>K-3<sup>rd</sup></i>	<i>4<sup>th</sup>-8<sup>th</sup> (Core Classes)</i>	<i>4<sup>th</sup>-8<sup>th</sup> (Non-Core Classes)</i>
<b>E</b> Exceeds Expectations	93-100 Outstanding	4 (M) 85-100
<b>M</b> Meets Expectations	85-92 Excellent	3 (S) 77-84
<b>I</b> Needs Improvement	77-84 Good	2 (E) 69-76
<b>*</b> Adjusted Curriculum	69-76 Poor	1 (NY) 0-68
	0-68 Very Poor	

Parent Portal - Parents with students in grades 4-8 can monitor their student's progress using the online parent portal. The parent portal allows the parent to view all of the assignments and grade inputted into the teacher's grade book. Teachers are expected to update their grade book weekly with daily assignments so that parents can monitor student progress. Please keep in mind that long term projects, tests, research papers, and other larger assignments may take longer to grade and not be updated immediately. **Please contact [powerschool@olwschool.org](mailto:powerschool@olwschool.org) for assistance accessing the parent portal.**

Each trimester's work is independent of other trimesters. Grades are not averaged into yearlong grades.

Honor Roll - In the Middle School an honor roll is prepared each trimester to acknowledge students who excel in their academic achievement and effort. An honor roll list is posted in the middle school and each honor roll student receives an honor card along with the report card. Students may be presented with honorable mention awards at the discretion of the faculty. Honor roll criteria are rigorous and meant to challenge students.

To qualify for *Principal's Honors* students must receive a score of 93% or higher in all of their core classes.

To qualify for *First Honors* students must have an average grade of 93% or higher in all of their core classes with no grade falling below 85%.

To qualify for *Second Honors* students must have an average grade of 85% or higher in all of their core classes with no grade falling below 77%.

Also, any student receiving a grade below 77% (1-NY or 2-E) on their report card in any non-core class will not be eligible for honor roll.

## RETENTION

Under certain circumstances the retention of a student may be a valid course of action, particularly for a very young child not ready for a successful experience at the next grade level. However, many factors such as student's ability, academic performance, special services provided, motivation, emotional and social factors must be considered with respect to the retention. A student will be retained only after extensive consideration and discussion among parents, teachers and administration. This dialog may be initiated by any of the parties and should begin before the third trimester. **The retention decision will be a consensus among the participating parties.**

## ACADEMIC INELIGIBILITY

Definition of Ineligibility: Any student who earns an academic average of achievement below 69% in a core subject or special area class is considered to be ineligible for school athletics and other *school sponsored* extracurricular programs and activities.

Extracurricular programs and activities include (but are not limited to) Student Council responsibilities and duties, Yearbook, Robotics Team, Scholastic Bowl, altar servers (during the school day), patrol, office helpers, cheerleading, athletic teams, dances, and grade level activities.

Ineligible students may also be required to attend a mandatory study at lunch time in the H.A.T.S. room until grades have improved or until the probationary period has ended. This determination will be made by a member of the administration.

If a teacher or administrator requests a student attend the H.A.T.S room for academic reasons, the request takes priority over other meetings for activities or service obligations.

Process to Determine Ineligibility: The on-going process to evaluate student athletic eligibility shall be accomplished in the three following procedures:

1. Screening: During tryouts coaches will submit to the athletic director a list of those students seeking membership on a team. Before the final selection of team members, the administration will alert the coaches to students with a potential eligibility problem.
2. Weekly Progress Checks: The administrative team checks grades on a weekly basis. A student may be made ineligible based on a failing grade or unacceptable behavior. If a student becomes ineligible during the trimester, he or she may not participate in team activities, such as practices and games, for a period of five school days. The office and/or athletic director will notify these students and their parents. The athletic director will inform the coaches.
3. Trimester: At the end of a grading period administration will verify grades for any students with grades below 69% in a core subject or special area class. The office and/or athletic director will notify these students and their parents about the ineligibility. The athletic director will inform the coaches. If a student athlete becomes ineligible at the end of the grading period (during the season), he or she may not participate in team activities, such as practices and games, or other extracurricular programs and activities for a period of ten school days.

Procedure Timeline: The ineligibility will run from Wednesday through the following Monday.

Absence on the Day of a Game: Academics take precedence over athletics; therefore, if a student is absent from school either a whole day or half day they will be considered ineligible to participate in a game or practice session on that day.

## **BEHAVIOR/CONDUCT INELIGIBILITY**

Students are expected to conduct themselves in a manner befitting a Catholic school student. Any misbehavior, including but not limited to disciplinary warnings and detentions, may deny the student from participating in athletics and extracurricular programs and activities for a minimum of 5 school days. The decision rests with the school administration and is final.

Reinstatement Procedure: At the end of the probationary period the student will meet a member of the administration to determine whether or not the student is now eligible to participate in sports and other activities. The administration will review the student's disciplinary record over the probationary period to determine eligibility. Students should refrain from receiving additional detentions or disciplinary warnings during the probationary period.

## **OTHER STUDENT PROGRAMS AND ACTIVITIES**

Educational Trips - Educational trips are considered a part of the instructional program at OLW. The teachers plan educational trips to provide learning experiences for their students which supplement those furnished within the classroom. A consent form will be sent home prior to the planned trip and should be returned promptly to the teacher. Children will usually be assessed a fee to cover bus transportation and any necessary entrance fee. These educational trips range from attendance at theater performances, museums, historical sites, nature preserves and other points of interest in the local or metropolitan Chicago area, to extended tours such as the annual eighth grade class trip to Washington, D.C., the seventh grade class trip to Springfield, Illinois, and the sixth grade outdoor education experience. For medical or other specific reasons, parents may be asked to accompany their child on a trip.

Student Council - Students in grades six through eight have the opportunity to participate in the OLW Student Council which plans and sponsors various programs for the students of the school. These programs include recreational and spirit-building activities such as Middle School dances, fundraisers and charitable projects, and spirit activities. Participation in Student Council provides development of leadership skills and a real experience of the democratic process. Student Council provides many valuable services to the school.

Safety Patrol Program - Students will be selected from the middle school to serve on safety patrol. It will be their task to help children at corners and main entrances to the elementary and preschool buildings. Other duties may be assigned. The patrol people will be identified by wearing safety belts/vests. When they are on duty, all students must obey their directions. The safety patrol does not direct traffic, but their presence is a sign to motorists that children are crossing streets on their way to and from school.

Kiddy Patrol Program - Students will be selected from the fifth grade to serve on kiddy patrol at corners and main entrances for preschool arrivals.

Athletics - School policy requires students participating in school athletics to maintain acceptable effort, achievement and conduct in school. Please refer to the Boosters' Club Handbook for information about the programs offered.

## **SCHOOL POLICIES ON EXTRACURRICULAR PROGRAMS AND ACTIVITIES:**

Extracurricular programs and activities are those which are:

- sponsored or financed by or in the name of Our Lady of the Wayside School.
- formed primarily to serve the children and families of Our Lady of the Wayside School.
- supplemental in nature to the programs available through the school curriculum.

Such extracurricular programs and activities include those held outside of regular school hours, those held away from the parish, as well as those held at the parish and school facilities.

Ordinarily, all policies and regulations of the Archdiocese of Chicago and of Our Lady of the Wayside School and Parish shall apply to extracurricular programs unless specifically defined or approved otherwise.

Persons planning, directing or supervising extracurricular programs and activities are accountable to the school and parish through the school administration; that is, the school principal or persons so designated by the principal. Such accountability shall be for matters of finances, facilities use, activities scheduling, regulations and procedures, and other related aspects of the extracurricular program.

The administration, in consultation with the school faculty, shall establish criteria for student eligibility for participation in extracurricular programs and activities.

Students participating in extracurricular activities are expected to conduct themselves according to the standards of conduct and discipline as defined in the school handbook. Serious or chronic violations of the standards of conduct defined in the handbook may result in the loss of eligibility to participate in extracurricular programs or activities.

Interscholastic athletic programs are offered by grade for the girls and boys enrolled at our school. Whenever an insufficient number of students are available to fill the designated number of roster positions, students from the grade below may be selected to fill those vacancies. Students at the grade level of the team have precedence for selection over those students of a lower grade.

## **ATHLETIC POLICY FOR SCHOOLS IN COUNCIL I-2:**

- The athletic program of the schools of Council I-2 is an extension of the schools' philosophies and academic programs. The athletic program exists to instruct children not only in the fundamentals of a sport, but also the importance of sportsmanship and the responsibilities of being a team member. The athletic program's main goal is to teach the children that participation is enjoyable and a way to learn more about one's abilities.
- Student athletes, parents, spectators, and coaches are to maintain a Christian standard of conduct that adheres to school rules, to common decency and to respect for others. While winning is important, the object of competitions is learning to do one's best, regardless of the outcome, and never at the expense of others.
- Parents and all spectators are expected to behave in a Christian manner and model sportsmanlike behavior for the students. Parents of student athletes are expected to support the children, the coaches and the program in a positive way. Specific expectations are outlined in materials presented to those students trying out for a sport.
- The number of hours a week devoted to athletics, including games, practices, travel time to and from games, and tournaments shall align with guidelines in the Archdiocesan Handbook for Athletics. These restrictions do not apply to vacation and holiday weeks.
- Each school in Council I-2 maintains its own standards and procedures for student eligibility, selection and evaluation of coaches, and funding its program.
- The host school of an athletic event or game among Council I-2 teams will ordinarily open the event with the reading of a shared statement of expected conduct and/or a prayer.

## **SECTION FIVE: SCHOOL ORGANIZATIONS**

### **SCHOOL ADVISORY BOARD (SAB)**

The School Advisory Board is a policy making board for our school representing school parents and parishioners at large. The SAB collaborates with the parish Educational Commission to provide for programs of Catholic education for the children of our parish.

Regular SAB meetings are usually scheduled at 7:30 p.m. on the third Monday of the month. Consult the school calendar and Monday Memos for specific meeting times and locations.

The SAB invites and appreciates your interest. The Constitution states that any parents or member of the parish may formally petition the SAB with a request to consider recommendations, proposals or other matters relating to the operation of the educational facilities of the parish. Such petitions must be submitted in writing to the Chairperson of the SAB at least two weeks prior to the meeting at which formal consideration is proposed. This procedure allows parishioners to discuss with the SAB any matter requiring formal consideration. Ordinarily, policies and other proposals introduced at a board meeting are discussed and voted upon at subsequent meetings.

As described in the Leadership Manual for School Advisory Boards:

- Visitors may observe the board while it is in session. They do not engage in the discussion nor do they actively participate in the agenda either through comments or by offering their opinions on the topic being discussed.
- Once the visitor is recognized, the visitor has one opportunity to express an opinion. Each individual may speak for a specified amount of time (2-3 minutes) on matters that concern the advisory board.
- Ordinarily, the visitor's comments are related to the matters considered on the agenda. Personal and personnel issues and individual family or student's needs are not discussed. Questions of a general nature, however, could be referred to the appropriate person, e.g., pastor or principal.

### **THE FAMILY SCHOOL ASSOCIATION**

The Family School Association is an organization founded to support Our Lady of the Wayside School and to enhance the education it provides to our students. The objectives of the association are: to facilitate communication and cooperation among the school families and the parish at large; to cooperate with the school in encouraging the spiritual, mental, physical, social, and educational growth of the child; to encourage more involvement of parent/guardians in supporting their children in school and school-sponsored activities; and to offer quality programs to parents/guardians in the school, the parish, and the community which will stimulate their growth and understanding of parenting and the role played by a good Catholic education.

### **BOOSTERS' CLUB**

Boosters' Club is a group of interested adults who work to improve the functioning of all athletic and athletic-related activities of OLW for the benefit of the students, the school, and the community.

## SECTION SIX: VOLUNTEER OPPORTUNITIES

One factor that helps make our school great is the number of volunteers who assist in the various programs of the school. Their presence strongly states their interest and support for learning. Parents are welcome to serve as volunteers where needed. **All volunteers are expected to stay with their assigned class.** The Family School Association sends an online volunteer invitation to all families in May in preparation for the upcoming school year.

### **CHICAGO ARCHDIOCESE PROTECTING CHILDREN (VIRTUS):**

All volunteers who have regular contact with children, or are in a perceived position of trust, are required to complete all of the steps from the Archdiocese of Chicago's Virtus website <http://www.virtusonline.org> and attend the seminar. Visit [www.olwschool.org](http://www.olwschool.org) →Support OLW (tab) → Volunteer Opportunities for a complete list of instructions on how to go thru the site.

Please PRINT and return the CANTS Form Page and the Code of Conduct Signature Page to the school office.

**As volunteers, we realize that you are already giving many hours to Our Lady of the Wayside. We appreciate that. We could not operate without you. Please give just a little more time and complete these very important requirements:**

### **When volunteering please remember to:**

- Sign in at the school office and receive a visitor's badge. This badge should be worn at all times within the building. Please return the badge before you leave.
- Notify the school if you must be absent so the teacher can be informed a.s.a.p.
- Refrain from using your cell phone in the presence of students.
- Abide by the school rules and regulations.
- Keep information about students confidential. Never give information about students to *anyone* except the teacher of the class.
- Follow the proper channels within the school to resolve any conflicts or concerns; personality conflicts may occur from time to time so it is important not to criticize the school or teachers publicly (especially in front of students).
- Refrain from using the school to collect money, sell goods, or campaign for any cause, no matter how worthy. Collections of any kind must be approved by the school administration.
- Refrain from using the faculty lounge. The faculty lounge is exclusively for faculty use.
- Because of safety and organizational concerns infants and toddlers should not accompany parents to school while they are volunteering.

## **SECTION SEVEN: HEALTH AND SAFETY**

### **CHANGE OF ADDRESS OR EMERGENCY INFORMATION**

Parents should promptly notify the school office in writing of any change in address, home or work telephone numbers or any other emergency information. Promptness and accuracy are necessary to maintain school records and to facilitate communications with the home when necessary.

### **ILLNESSES, MEDICAL NEEDS AND ACCIDENTS**

Emergency Forms - An Emergency Form for each child is kept in the school office with a record of home and emergency phone numbers; two alternate phone numbers (neighbors, friends, or relative); child's doctor and phone number; identification of any health problems such as allergies, allergic reactions, or specific illnesses. These forms are necessary to ensure each child's security and must be completed before each school year begins. The homeroom teacher will receive a copy of the form for each student. Please be sure that you write or type clearly.

Medication in School - Usually medications which are administered to a child during school hours are to be given by the parent. All exceptions to this must be approved by the principal. Such cases require a note from the physician explaining the dosage and administration instructions. The medication and directions for its use will be kept by the school secretary and/or school nurse. At times the child's teacher may be called on to administer the medicine.

Severe Medical Needs - Should any student have a documented individual medical need, the following procedures should be followed:

1. Prior to the first day of school, parents and school staff will conduct a meeting to outline the student's medical needs.
2. A plan will be developed to outline feasible accommodations. The plan will need to be approved by the principal.
3. Accommodations will be reviewed and communicated to the appropriate school staff.
4. Emergency procedures will be reviewed and communicated to the school staff.
5. Birthday treats are to be non-food items only.

Resource Guide for Supporting Children with Life-Threatening Allergies - A comprehensive guide has been established outlining information and procedures used when dealing with severe student allergies. As stated in Severe Medical Needs, individual plans are reviewed with families each year. A copy of this plan is kept in the nurse's file and is available upon request.

Severe Allergies - Severe Allergies – It is the goal of Our Lady of the Wayside to provide a safe environment for all children, including those with life-threatening allergies. Although the risk to students with these allergies cannot be completely eliminated, it can be greatly reduced. Protecting the students with life threatening allergies is the shared responsibility of all families and members of the school community.

OLW School will treat each allergy case on an individual basis. Education is important to avoiding a harmful, potentially life threatening situation. OLW will provide necessary education to parents, students and staff so that we can each do our part to create a safe environment for all students. Parents of students with allergies should provide additional education to their child on how to avoid possible contact with products while at school and elsewhere. School nurses will work with families to create plans with feasible accommodations. Communication between the parents and school remains the best possible means to address allergy concerns.

Families will be notified if their child is placed in any classroom with an allergy concern. This notification will outline the classroom/school restrictions necessary to protect these students by reducing the risk of exposure to the allergen in the classroom and school.

In-School Sicknesses - When a child becomes ill at school, the parent or emergency contact will be notified immediately. If no one can be reached, the child will be permitted to lie down until the parent can be located, or he/or she seems able to rejoin class or go home at the regular dismissal time.

Contagious Diseases - Students who show signs of illness should remain home. Parents must notify the school of any contagious disease and are advised to consult the following table of regulations set by the Department of Public Health.

<u>DISEASE</u>	<u>MUST STAY HOME FROM SCHOOL</u>
● Chicken Pox*	6 days after the first eruption. The child may be embarrassed by the scabs, so parental discretion is suggested before sending the child back to school.
● Coxsackie Virus*	(Hand, Foot and Mouth) 1 week
● Conjunctivitis*	(Pink Eye) 24 hours after treatment begins
● Fever	24 hours with temperature below 100 degrees without the use of medication
● Fifth's Disease*	If fever is greater than 100.5 degrees. (No longer contagious after rash appears.)
● Impetigo	Until treated for 24 hours
● Pertussis	Until on antibiotic for 5 days
● Strep Throat*	24 hours after treatment begins or temperature below 100.5° for 24 hours
● MRSA*	As directed by physician. Please send letter to school nurse from M.D.
● German Measles*	3 days
● Measles*	7 days
● Mumps*	9 days after onset of swelling

\*Upon the initial outbreak of one of the diseases, families of the classmates of the affected student will receive a letter of information from the school office.

Accidents - All accidents occurring on the way to school, during extracurricular events or on the playground at any time should be reported immediately to the school or nurse's office. Though first aid is provided at school, the parent is notified if the injury appears to be serious. In the case of a serious injury, an accident report will be filed and a follow up call to the parents will be made to explain the circumstances. All efforts will be made to notify the parents immediately of an injury requiring medical care. In the event the parents cannot be reached, the child's emergency physician will be called or the child will be taken to Northwest Community Hospital. The principal, teacher, coach or designate will accompany the child and remain as long as necessary. According to hospital regulations, emergency treatment will be given if a delay will endanger life or place complete recovery in jeopardy. However, hospital procedure provides that, except in such dire emergencies, the child will be retained until written authorization for medical and/or surgical treatment can be received from a parent. Even though school officials may arrange for medical attention, the cost is the obligation of the parent.

Lice - The following procedures will be followed when dealing with instances of head lice.

1. The teacher or parent/guardian will notify the school nurse or school office when an infestation is suspected.
2. The nurse will then inspect the student with the suspected case of head lice.
3. If head lice or nits are found, the infested student's siblings and known close contacts of infested student(s) will be checked.
4. If head lice or nits are found, in elementary or preschool buildings, the classmates in the student's homeroom will be inspected. At the administrator's request, other students who may have had close contact with the infested student may also be inspected.
5. If head lice or nits are found in the middle school, the student's close contacts will be inspected. At the administrator's request, other students who may have had close contact with the infested student may also be inspected.
6. Students will be excluded from the school setting for the presence of live lice or for the presence of nits until proof of treatment is obtained. Students may also be excluded for the presence of increased nits after treatment and for the presence of live lice.
7. When a case (or cases) is (are) found, the nurse will:
  - a. notify the principal;
  - b. notify the parent of the excluded student with a letter regarding the treatment of lice and re-admittance procedures.
8. The school will provide a letter to parents (via e-mail and/or backpack mail) of students in the infested student's class/grade notifying them of the presence of a confirmed case and other pertinent information regarding lice.
9. The principal will notify the assistant business manager to conduct approved cleaning procedures.
10. Parents/guardians of infested students will be advised to share this information with childcare providers, individuals, or other groups that the child may have had close contact with outside of regular school hours.
11. If the infested student attends aftercare at school, the school nurse will share information with the supervisor.
12. The infested student will be readmitted when:
  - a. The school nurse has verified that the student has been properly treated. Proof of treatment is required.
  - b. Re-inspection by the school nurse should show that attention has been given to the removal of nits.
  - c. If the appropriate treatment procedures have been followed, it is expected that there will be a decrease in the presence of nits. If, upon inspection, live lice are found again or the presence of nits is increasing, the student will be excluded from school again.
13. If the total number of affected children is greater than 5% of the elementary or middle school building, notification will be sent to all of the families in the respective building.

Lice – Prevention:

1. Research-based information and/or links to information will be available on the school website.
2. Information will be provided to staff and students regarding lice prevention.

## PHYSICAL, DENTAL, VISION REQUIREMENTS

**Child's name and date must appear on all health forms. It is important for the school to know the physical condition and limitations of all students. Health records must be updated each year so that each child might be cared for properly.**

Physicals and Immunizations - All entering preschoolers, kindergarteners and sixth graders are required to provide proof of a physical examination by a licensed physician and a dated record of required immunizations. The State of Illinois requires that anyone entering from out of state entering an Illinois school for the first time to provide proof of a complete physical examination (in-state) and a dated record of required immunizations. Students failing to have these requirements by the first day of the school year may not be permitted to attend school until the completed form is returned.

Dental Examination Forms - The State of Illinois requires that children in kindergarten, second, and sixth grade provide proof of an oral health examination by a licensed dentist by May 15<sup>th</sup> of the current school year.

Vision Exams - The State of Illinois requires all incoming kindergarten students and new students to the state to provide proof of an eye exam performed by a licensed optometrist or ophthalmologist before October 15<sup>th</sup> of the current school year.

Hearing/Vision Testing at school - Vision screening will be done, as mandated, for preschool, kindergarten, second and eighth graders. If time allows, testing will be done for all OLW students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo this vision screening **if** an optometrist or ophthalmologist has completed and signed a report/evaluation form and is on file at the school. Vision screening is **not** an option. If a vision examination report for your child is not on file at the school and your child is in the mandated age/grade/group, your child will be screened. Hearing tests are done in conjunction with our vision screening for grades K, 1, 2, and 3. Other grades will be tested if time allows.

## EMERGENCY SITUATIONS

Fire, Disaster, Bus Evacuation, and Lockdown Drills - Fire, disaster, bus evacuation, and lockdown drills are held at various times throughout the school year. Such drills are necessary for the safety of our students. The Arlington Heights Police Department supervises a lockdown drill on an annual basis.

- Visitors are not allowed access to the building during a lockdown. During a lockdown event, the secretary will not be able to answer the front door buzzer.
- In the event of an actual lockdown, parents will be notified using *School Messenger* as soon as possible.
- In the event of a storm or civil defense warning, all students will remain at school until an "all-clear" signal is received or until a parent or guardian personally picks up the child from school.
- Students will not be dismissed early from school unless parents have been notified.

School Closings -

1. School closings due to unforeseen circumstances, such as heavy snowfall or ice, extreme temperatures and water or heating problems, will be announced on the following radio and television stations: WGN-720, WBBM-780, WLS-890, WLS-94.7 FM, B96FM, US99-99FM, FOXTV-CH32
2. OLW will traditionally follow District 25 in closing for inclement weather.
3. OLW will send notifications using the automated service *School Messenger*. This service will deliver a recorded message to both live answer and answering machines.
4. Please do not call the parish center or school offices.

## **BUILDING SECURITY**

The school buildings are locked during the school day. Parents, volunteers and other visitors requesting access to the buildings should report to one of the monitored doors, press the button and wait for a response for admission to the building from school personnel. Parents and volunteers should not enter the building if a door is open by a student. All visitors and volunteers are expected to proceed directly to the school office in the building to sign in, and are expected to wear a visitor/volunteer badge. The monitored doors are:

- Middle School                      The northern-most door facing the Park St. parking lot. (#2 C)
- Elementary Bldg.    The Mitchell Street door. (#1 A)
- Parish Center                      The preschool west door facing the Ridge St. parking lot. (#2 D)

We regret that restricted access to the building may result in some inconvenience for all, yet this is a necessary sacrifice to improve the safety and security of our students and faculty. Please be patient.

Stranger Danger - The danger of accepting rides or gifts from strangers should be reinforced by parents each year. No literature or handbills should be accepted from anyone but parents or school personnel. Children should be taught that the police officer is their friend and will help them at any time they are in doubt or trouble.

## **MANDATED REPORTING**

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

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

## **DANGEROUS ARTICLES AND GAMES**

While weapons and other dangerous articles are certainly not permitted at school, children are also not allowed to bring to school any hazardous articles such as hard balls, bean shooters, cap guns, or other toy weapons. Softball and any other games played with a bat will be permitted only if a teacher or other adult supervises the game. Teachers and adult playground supervisors will designate specific areas for such games.

Parents are also advised to stress the danger of "skitching" during the snowy weather. The school will not be responsible for such actions but realizes the ultimate danger which can result. Throwing snow or ice on school grounds is not permitted. For their own safety students are not permitted to climb on the large piles of snow collected by the plow during school hours or unsupervised by a parent after school.

Reckless games such as "Keep Away", "Pom Pon", "Maul Ball", "Red Rover" and "King of the Mountain" are not permitted because of their possible danger. Violations will be considered a serious breach of expected conduct. At the beginning of the school year, the teachers will instruct their classes as to the accepted use of the playground area. "Off Limits" areas will be pointed out. More information on rules for play is available in the school's Conduct and Discipline section of this manual.

## SECTION EIGHT: COMMUNICATION

### USE OF TELEPHONE AND CELL PHONES

- Students are not to use the office telephone except in cases of emergency or at the teacher's discretion. If your family circumstances necessitate your child having a cell phone to reach you after school, your child is to hand in the cell phone at the start of the school day. Students will be explained the procedure for turning in and picking up cell phones at the start of the school year. Phones will be stored and redistributed at the end of the school day. The school does not accept responsibility for lost, stolen, or damaged cell phones.
- Students will not be summoned to the telephone nor will messages be relayed except in an emergency. Please plan ahead whenever possible to avoid last minute "emergency" messages to students.
- No teacher may be called to the telephone during school hours. A message may be left and the teacher will return the call or e-mail after the school day. Please use our voicemail system or e-mail to leave messages for individual teachers. A list of voicemail box numbers and e-mails is included in this handbook. Parents are asked to call or e-mail a teacher or the principal at school rather than at home so as not to infringe on personal time.

### MEANS OF COMMUNICATION

OLW has several ways in which information is sent to parents and the community.

- School Messenger - This automated phone/e-mail service allows the school to communicate with parents in a quick and efficient manner.
- A school calendar may be purchased from the Family School Association. This calendar lists free days, institute days, and many other school and parish events.
- Monday Memos are sent home regularly on Mondays via e-mail. This includes a variety of announcements and memos of interest to the parent and student. Parents will be informed in advance when no Monday Memo will be issued. It is not always possible to customize memo packets by grade level so from time to time you will receive information which does not apply to the grade levels of your children. By reading carefully you will identify those which are meant for your child(ren).
- Facebook - facebook.com/OLWSchool
- Twitter - @olwschoolAH
- Instagram - @olwschoolAH
- Information can be found on the school website at [www.olwschool.org](http://www.olwschool.org). Copies of forms and recent announcements can be found on the Bulletin Board of the school website.
- On occasion certain letters sent home with the student will include a return slip which requires a parent signature. These signed slips are to be returned to school to verify that parents have received the message.
- The Sunday parish bulletin is used as frequently as possible to inform parents and the parish community of school dates and happenings.

## CONFLICT MANAGEMENT

From time to time situations may arise where questions, misunderstandings, or different interpretations of the same situation may result in honest differences of opinion. It is important that these situations be addressed in a caring, thoughtful, timely manner where there is no fear of retaliation by either party.

As members of a Catholic community, we have a responsibility to always act in a caring, respectful, Christian manner – especially when challenged by significant differences of opinion. This responsibility should be kept at forefront as students, parents, faculty members, and the administration work together to address concerns, questions, misunderstandings, issues, and other conflicts.

If a participant has a concern or complaint, it is important that they first try to resolve the concern with the person holding the most direct line of responsibility relevant to the situation, or the person with whom he/she has a direct question or concern.

As a general guideline, participants should first contact the following persons with these concerns or concerns of a similar nature:

<u>Concern</u>	<u>First Contact</u>
1. Child's academic achievement or classroom situations	Respective faculty member
2. Day-to-day school operations such as curriculum, general discipline, special programs	Principal /Assistant Principal
3. Faculty behavior concerns	Respective faculty member
4. School budget, tuition, school policies	Principal or School Advisory Board

Communication at this level provides various benefits: 1) an opportunity to talk directly with the person who most likely knows the most about the situation; 2) ensures that the person know there is a concern; 3) raises the issue with the person who is in the best position to handle the concern quickly, satisfactorily, and in an on-going manner; and 4) shows courtesy and respect to that person by allowing them the first opportunity to address the concern.

If after your initial meeting you feel that further discussion is needed, please feel free to take your concern to the next level.

## SECTION NINE: OTHER REGULATIONS

### TRANSPORTATION

Bus - Free bus transportation may be furnished to those students residing more than 1-1/2 miles from school, yet within District 25, where there is an existing bus route. Other students may purchase tickets for bus service along existing routes and stops. These passes may be purchased through the District 25 transportation office. Occasional bus rides when a student is riding home with a friend will be permitted only when a special one-day bus pass is requested in writing to the school office.

The following safety rules are to be observed by all students when riding a bus:

- a. Students are to wait to be signaled by the bus driver before crossing the road or street.
- b. Students should be at the bus stop five minutes before the arrival time of the bus.
- c. While waiting for the bus, children are not to stand or play on the highway or street.
- d. Students are to board and depart the bus at the proper stop.
- e. Students are to be seated throughout the entire bus route. Specific seat assignments may be made for each rider.
- f. Hands, arms and head should not extend out of the bus window.
- g. Windows are not to be opened beyond the safety mark.
- h. Loud conversation, profane language, throwing objects or discourteous actions to the bus driver are not tolerated. The bus driver cannot be expected to be a disciplinarian.
- i. Students are responsible for any damage to the bus.
- j. Glass containers, live animals and large objects may not be carried on the bus.
- k. Students who continually cause a problem will have their transportation privilege taken away. Bus pass must be returned and other means of transportation found.

Bicycles - Bicycle racks are provided at the school, and bicycles must be parked properly. It is recommended that all bicycles be chained and locked. The school does not assume responsibility for lost, stolen or damaged bicycles. All bicycles are to be left outside of the school buildings. Children below third grade are not encouraged to ride bicycles to school. All students who do ride bicycles are reminded to obey all traffic regulations and safety practices while riding. Parents should discuss bicycle safety with their children and review their expectations before permitting students to ride to school. **Students must walk their bikes when crossing school patrolled streets and while on the school grounds.**

Scooters - Due to limited classroom space, scooters may not be stored in the classroom.

Students Driven to and from School - Students driven to and from school should exit the passenger side of the vehicle at the school side of the curb. Any time a student exits the vehicle across the street from school, he/she must walk to the nearest corner or designated, patrolled crosswalk in order to cross the street safely.

- Arrival to school - Students are not to arrive at school before 8:00 A.M. Children arriving by bus, for the Before School Program, or for a specific adult supervised activity are the only exception to this rule.
- Dismissal from school - Parents are urged to encourage their children to return directly home after school. Arrangements must be made with the school for a child to remain afterward. If a student is to be detained the family will be notified ordinarily prior to that afternoon. If no arrangements have been made to pick up or transport the child home he or she may be sent to the After School Program and the family will be billed accordingly.

**Parents are advised that there can be no provision made for supervision of children on the school grounds before 8:00 A.M. and after 3:20 P.M.**

## **PLAYGROUND SAFETY RULES**

Each classroom has a list of rules to be observed for safe use of the playground equipment. Teachers will review these rules with their classes to assure safety on the playground. These rules are also listed in section eleven of this manual under *Rules for Common Areas*.

## **RESTRICTION ON SMOKING**

**Policy:** **Our Lady of the Wayside prohibits smoking in all buildings, at all times.** Please extinguish all smoking materials before entering school and parish buildings.

## **LUNCH PROGRAM**

Lunchtime Patrol - Each family with a child attending school all day will be required to pay a lunch patrol fee. This fee is used to pay for lunchtime supervision. This program is structured to provide consistent supervision with its primary goal the school children's safety and well-being.

Lunchtime is a fun time and can be so only when our children's safety is secured by a suitable number of people interested in providing the best possible supervision and assistance. Lunchtime supervisors will enforce the following rules for students staying at school for lunch:

### **While eating:**

- Be considerate of others.
- Avoid loud laughter and yelling.
- Each student is responsible for seeing that the classroom/lunchroom is left clean and in good order.
- No food of any kind is permitted outside the classroom/lunchroom.
- Specific rules posted in each classroom/lunchroom must be observed.

### **While outside:**

- Students are required to remain within the fenced areas of the playground.
- Specific play areas per grade and playground rules are discussed with the children at the beginning of the school year.
- Posted rules and all regulations (detailed in section eleven – *Recess and Noon Hour Play Rules*) must be observed.

Milk- Milk is available on a yearly basis for those children staying for lunch. Parents pay a yearly per child fee at the beginning of the school year.

## **SECTION TEN: MISCELLANEOUS**

### **VISITATIONS**

Parents are welcome to visit classes for a reasonable time after calling and making necessary arrangements. This cannot be a time for conferences since the teacher's responsibility is to the class.

Students may bring out-of-town visitors on any day by securing permission from the school principal. However, children who are not of school age are not permitted to visit classes.

### **LOST AND FOUND**

The best assurance against loss and confusion is to mark clothing and books with the student's name. The loss of an article of value should be reported to the teacher and the school office. Other items will be kept in a lost-and-found box located in each school building. Please have the children check both locations since many items are turned in to the wrong building. Students who find lost articles are encouraged to return them to a teacher or the principal.

### **CLASS PLACEMENT**

Teachers create class groupings for the next school year with the priority of creating a heterogeneous mix of abilities, interests, motivation and special needs among the groups, as well as a balanced mix of boys and girls. Parent requests for teachers are not a primary consideration for class placement.

### **DOGS/PETS**

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

## SECTION ELEVEN: CONDUCT, DISCIPLINE AND UNIFORM

### CONDUCT EXPECTATIONS

Guiding the child to form Christian values is a fundamental responsibility of the parent and educator in our society. The essence of Christian discipline is the development of a personal value system to motivate self-discipline. The school and home must work together to guide student growth in values and to create a climate which encourages responsible behavior. As a Catholic school we have high expectations for student conduct based on trust, mutual respect, and responsibility for the consequences of one's action. Our school is a Catholic Christian educational community and all student, teacher and parent interactions should be governed by these principles. As an educational community our goal is to maintain a climate which is caring, safe and conducive to learning.

Our Lady of the Wayside is committed to the ideals of Christian kindness, compassion, and inclusiveness. As part of its on-going, active mission to model, practice, and encourage Christ-like behavior and values, OLW does not tolerate bullying or teasing on the part of any student toward another. Students are educated about appropriate problem-solving choices, and are guided away from unacceptable bullying and teasing behavior and actions when interacting with others. The following expectations are consistent with these ends.

- A. **Trust** - Trust is a high priority within our school community and honesty is expected at all times.
  - Always be honest in what you say, what you write, and what you do.
  
- B. **Mutual Respect** - Your speech and behavior should reflect well on your home and school. Courtesy and respect are due to all officials, teachers, employees, volunteers, parents and fellow students of the school. All public or private disagreements should be settled so as to respect the other person's dignity. The same high standards of respectful behavior are expected on or off school grounds, particularly while traveling to and from school and on school buses.
  - Obey adult supervisors and teachers.
  - Settle all disagreements and disputes peacefully and fairly.
  - Take turns, cooperate and be kind to others.
  - Be courteous, friendly, respectful and helpful.
  - Respect our shared property and the property of others by keeping it clean and undamaged.
  
- C. **Safety** - Always consider your own safety as well as the well-being of others, in the building, on the playground, and on your way to and from school.
  - In the building, always walk.
  - Stay on school grounds.
  - Think, and act safely.
  
- D. **Consideration for others** - Students are involved in educational programs and learning activities throughout our buildings. By being considerate you will help create and maintain the proper atmosphere for learning.
  - Use a conversation-level voice inside the building.
  - Save playing for the playground.
  - Be a good listener.

## **RULES FOR COMMON AREAS**

Each teacher issues rules of conduct for his or her own classroom. The teachers and students in each class plan and discuss the implementation of these rules as well as the consequences. Of course, these rules and consequences are meant for a particular room so they will vary from class to class.

The following rules are for common areas of the school. Any minor violations will be dealt with on the spot, while more serious offenses may be referred to an administrator.

### **HALLWAY RULES:**

1. Walk silently (elementary building); Use conversation-level voices (middle school building).
2. Be courteous, friendly and helpful.
3. Save playing for the playground.
4. Respect our shared property by keeping it clean and undamaged.

### **BATHROOM RULES:**

1. Use conversation-level voices.
2. Remember to flush.
3. Wash your hands before returning to class.
4. Respect our shared property by keeping it clean and undamaged.
5. Save playing for the playground.

### **LOCKER ROOM RULES:**

1. Use conversation-level voices.
2. Think, and act safely.
3. Save playing for the gymnasium and playground.
4. Respect our shared property by keeping it clean and undamaged.
5. Respect the property and privacy of others.

### **RECESS AND NOON HOUR PLAY RULES:**

1. Remain silent (elementary building) or use conversational level voices (middle school) until you are outside the building.
2. Think and play safely. (Throwing objects, except for certain approved balls is not safe. Climbing fences, trees, snow hills & other facilities is not safe. Tackling, pushing & tripping are not permitted.)
3. Obey adult supervisors, teachers, and lunch patrollers.
4. Settle disputes peacefully and fairly.
5. Take turns and be kind to others.
6. Stay on school grounds.

### **ASSEMBLY AND MASS RULES:**

1. Quietly enter and exit the church or gym for any gathering.
2. Be courteous, friendly, respectful and helpful.
3. Save playing for the playground.
4. Be a good listener.
5. Participate enthusiastically when it is your turn to sing, recite or applaud.
6. Wait until you are told to get ready to leave.

### **BUS RULES:**

1. Use conversation-level voices.
2. Stay in your seat when the bus is moving.
3. Respect our public property by keeping it clean and undamaged.
4. Be courteous, friendly and helpful.
5. Save playing for the playground.
6. Keep your whole body inside the windows.

## **ACCEPTING RESPONSIBILITY**

A major component of learning to be responsible is learning to accept the consequences of your behaviors. Knowing the expectations and rules, realizing the consequence of one's actions and making appropriate choices are the key elements of responsible behavior.

Sometimes the consequence of one's choice may be a corrective measure as employed by a faculty or staff member and deemed appropriate for the nature of the situation and the age and maturity of the student. The corrective measure is not intended as a punishment, but rather as a reasonable consequence to behavior inconsistent with our expectations and rules. Corrective measures may be warnings, discussion of the problem, required restitution, or conferences with the parent or other consequences as outlined below.

Whatever corrective measures are used the purpose is to help the student to accept more responsibility for his or her own actions and to become more self-disciplined.

## **CONSEQUENCES**

When a student behaves in a manner that infringes on the right of others and interferes with harmonious classroom atmosphere, consequences are necessary. Corrective measures serve an important purpose in teaching children the results of their actions. We learn through experience, so corrective measures are valuable for the child's formation of values and development of character.

Initially teachers may use simple corrective measures such as "time out" chairs and withholding recess or other privileges. If the behavior demands more serious consequences the teacher may consult with the parent. For more serious offenses students in both the elementary and the middle school may be required to serve a detention before school. Parents will ordinarily be notified in advance if the student is expected to remain at school for more than a few minutes past the regular dismissal time.

## **CONSEQUENCES FOR INCOMPLETE OR MISSING ASSIGNMENTS**

The elementary and the middle school buildings maintain a daily silent study hall during the lunch period for students who do not complete assignments. Parents will be informed when an elementary student is repeatedly referred to the silent study room for late or incomplete homework. When a student attends the silent lunch/study room, he or she misses the noon hour outdoor recess.

### **Middle School Consequences for Incomplete, Missing Assignments, Copying Homework, or Doing work in another class**

Student(s) will be sent to the H.A.T.S. room to complete the assignment(s). The assignment will receive a reduction in their grade by 20% and it must be completed prior to the summative assessment. If the student is missing a project or quiz the teacher will be in contact with the parent and the grade will be reduced 20%. All assignments will receive a zero immediately until the work is completed. If a student is copying another student's homework both students will receive a detention and they will be given credit for their completed assignment with a reduction of 20%. If a student is caught doing their homework in another class the teacher will take the assignment and issue a disciplinary.

If the student is absent the assignment will be marked absent until the agreed upon time has passed then it will be changed to a zero.

## **MIDDLE SCHOOL CONSEQUENCES**

The middle school has several consequences for unacceptable behaviors. These are as follows:

### **Disciplinary Warning Report\***

This is a written warning informing a parent of violations of any school rules. *\*All Disciplinary Warning Reports are to be signed by the parent and returned to school the day after issuance or it will result in a detention.*

### **Detention:**

Detentions are served before school from 7:20-8:00. They may be issued for the accumulation of Disciplinary Warnings or infractions of a more serious nature. Examples of infractions that may result in a school detention are listed below.

1. inappropriate behavior at Church
  2. disrespect or disobedience to a teacher or classmate
  3. damaging or taking the property of others
  4. inappropriate language or gesture
  5. dishonesty (cheating/forging a parent's signature)
  6. harassment/teasing
  7. disruptive or unsafe behavior
  8. inappropriate behavior at an assembly or on a field trip
- *Detention slips are to be signed by the parent and returned to school the day after issuance or it will result in an additional detention. If a student is unable to remain for the assigned detention, a written excuse from the parent must be presented, and another date will be given.*
  - *Unexcused absence from detention will result in two detention periods to be served.*
  - *Should a student receive multiple detentions of a similar nature during the year, an In-School Suspension (I.S.S.) will also be assigned.*

### **In School Suspension:**

In-school or at-home suspension may be assigned when other corrective measures have failed or when a serious offense is committed. Parents will be notified with the reason(s) for the suspension. A student can be placed on I.S.S. only by the Principal or Assistant Principal. Students assigned to I.S.S. will be provided with work necessary to stay current with their classes. Ordinarily I.S.S. will last one full school day. Longevity of I.S.S. placement will be determined by the student's ability to produce a reasonable contract for good behavior and completion of required work. The validity of the contract will be determined by the student, the teacher involved, and the administration. The following may warrant a suspension:

1. physical contact (fighting)
2. deliberate destruction, abuse or theft of personal, public or school property
3. threatening another person's safety by word or gesture
4. accumulation of detentions for similar offense. Parents will be notified when the student is approaching the number of detentions necessary to warrant a suspension.

### **At-Home Suspension:**

Home suspension is an extreme measure and is enforced only when a most serious offense is noted or other means of correction have not been effective. The following may warrant home suspension:

1. possession, distribution or use of drugs, tobacco, or alcoholic beverages in the school building or grounds during the school day or during any school functions
2. substantial theft, or destruction, or abuse of school, church, public or private property
3. possession of any weapon or object capable of causing bodily harm or injury
4. repeated harassment of another person by means of verbal or nonverbal threats
5. serious and continued disregard for school rules and community laws

When one of these severe situations exists, the offending student will be removed from school immediately and released to his or her parents. A meeting will be arranged among the parent, student, teacher, principal and other involved parties to determine the course of action and conditions for the student's readmission to school. The student may not return to school until the meeting is held. Any period of home suspension assigned at the meeting will be retroactive to the first day the student was blocked from school. School work and make-up assignments may be given at the discretion of the principal.

**Expulsion:**

Continued disregard of the school rules, policies, or the unwillingness to respond to corrective measures may result in expulsion. Expulsion may also be warranted when the student has acted in serious violation of school policies as outlined below. The final decision to expel a student will be made jointly by the pastor and principal. An expelled student is no longer enrolled in Our Lady of the Wayside School. A transfer will be issued to the student's local public school.

**HARRASMENT POLICY**

It is the responsibility of the Our Lady of the Wayside School Community - students, teachers, administrative staff, parents and school volunteers to create and maintain a culture of caring that is intolerant of bullying or harassment of any kind.

**For the purpose of this policy harassment or bullying means:** An intentional, repeated, hurtful act (verbal, nonverbal or physical) committed by one or more persons towards others.

Bullying/harassment is characterized by:

- 1) aggressive behavior towards others
- 2) repeated over a period of time
- 3) an imbalance of power

Examples of bullying/harassment include (but are not limited to):

- **Physical Acts:** hitting, pushing, tripping, kicking, spitting on others
- **Verbal Acts:** using offensive names, ridiculing, spreading rumors and/or untrue (defamatory) statements
- **Non-Verbal Acts:** using any written medium to publish offensive names, to ridicule, spread rumors and/or untrue (defamatory) statements, to write offensive notes to hurt others, use rude gestures; such written media shall include (but not be limited to) writing or printing on paper or any other physical medium, graffiti, email, text messaging, and other form of social media
- **Exclusionary Acts:** deliberately excluding others from group, refusing to sit next to someone
- **Extortionate Acts:** threatening to take someone's possessions, food or money
- **Acts Against Property:** stealing, hiding, damaging or destroying property

The faculty and staff of OLW acknowledge that many times children are unable to eliminate acts of bullying or harassment on their own. All allegations and threats of bullying brought to the attention of the administration and/or faculty will be taken seriously, promptly investigated and dealt with appropriately.

Consequences may vary based on developmental stage of the students involved and the individual circumstances surrounding the reported instance of bullying/harassment. Possible consequences include, but are not limited to, a meeting between the student and administration to discuss ways to remedy the situation, a meeting between the parents and administration, lunch or after school detention, ineligibility for athletics or after school activities, in-school suspension or possible expulsion.

## COMPUTER AND INTERNET CODE OF CONDUCT

Our Lady of the Wayside works diligently to prepare our students to be responsible users of the Internet and electronic devices. The use of any electronic device at school is a privilege not a right and any inappropriate or unauthorized usage will result in disciplinary consequences.

Students are expected to act in a safe manner while online.

- Students will use online resources in pursuit of knowledge related to the approved OLW curriculum and instructional program. Classroom use of the internet should be reserved for those websites and searches approved by the classroom teacher.
- Students should only communicate with teachers using school e-mails or Google Classroom. Parents MUST be copied on all communications between students and teachers.
- Taking photos or video recording during or after classes is ONLY allowed with teacher approval and the approval of the subject of the photo/video.
- Students should not give out personal information while online.
- Students should not give out personal information about other people.
- Students should tell a parent, teacher, or other trusted adult if they encounter any information online that is mean, offensive, threatening or makes them feel uncomfortable.

Ethical Use:

- Students should respect and follow copyright laws.
- Students should respect the privacy of others. Students will not try to learn or use the passwords of others and will not read, copy, or change the files of others.
- Students should only download or send material that is accurate, inoffensive, non-threatening, and legal.
- Students should not engage in any form of plagiarism, a form of intentional or unintentional cheating that involves presenting another person's work or ideas as their own. All sources must be properly cited.
- Students who plagiarizes will be issued a detention and their grade will be lowered by 20%.

Responsible equipment use includes:

- handling equipment with care
- reporting any damage to a staff member immediately
- not playing games or using computer resources for non-academic activities
- not wasting or taking supplies such as paper or ink

The following unacceptable uses of any electronics devices are as follows but not limited to:

- use of Internet for non-school work (i.e. games, inappropriate websites, reading materials) without teacher or administrations permission
- entering chat rooms or sending or viewing other non-educational means of communication (email/social media)
- changing or adding a screen saver or background
- playing music or games without teacher(s) permission
- printing of materials should be at a minimum and only with the teacher(s) permission
- adding or altering the computer in any way
- sending or forwarding explicit photos, videos or messages. This can be considered breaking the law and can be punishable under state law.
- cyber bullying - bullying or harassing online. Cyber bullying can happen via email, texting, gaming, or on any social networking site.

Additional Expectations:

- Students must always log off computers.
- Students are to save their materials to their Google drive or flash drive.

## **CONSEQUENCES FOR TECHNOLOGY VIOLATION**

**First offense:** Subject to, but not limited to, the student losing all computer privileges and Internet access for a period of time to be determined by the teacher and administration. The student may also be required to serve a detention based on the circumstances.

**Second offense:** The student's computer privileges will be suspended until a parent is contacted and additional consequences are discussed. The student may potentially receive an in-school suspension dependent on the circumstances.

## **TECHNOLOGY USE OUTSIDE OF SCHOOL**

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

## **POLICY ON VIOLENCE**

Acts of violence are strictly prohibited at school, in transit to and from school, or at school-related functions. Acts of violence shall include assault of any other student, family or staff member, as well as the use of any object to cause injury to another person. The school may consult with civil authorities with regard to the enforcement of state and local laws.

## **POLICY ON THE POSSESSION OF WEAPONS AND OTHER DANGEROUS OBJECTS**

The possession or use of any weapon or object capable of causing bodily harm or injury to a person is strictly prohibited on school property, while in transit to and from school and at school-related activities. Possession of a firearm will be immediately reported to the Arlington Heights Police Department.

## **POLICY ON THE POSSESSION, SALE OR USE OF CONTROLLED SUBSTANCES**

The possession, sale, distribution and use of alcohol, drugs and other controlled substances is prohibited on school property, while in transit to or from school or at school-related activities. Persons showing visible signs or symptoms of use of alcohol, drugs and other controlled substances are not permitted at school. Controlled substances include alcohol products, as well as any other substances not legally possessed, owned or used by minors. Any drug violation will be immediately reported to the Arlington Heights Police Department.

## **POLICY ON GANG-RELATED ACTIVITIES**

Gang-related activities are prohibited at school or at school functions off school premises. Gang activities include:

- the wearing, possessing or displaying any clothing or insignia which is evidence of membership or affiliation with a gang
- the verbal or nonverbal communication of gang membership or affiliation
- the harassment, intimidation, or threatening of others
- any other illegal acts or violations of school regulations of a violent or destructive nature
- Civil authorities will be consulted with regard to enforcement of local or state laws

## **BATTERY AGAINST SCHOOL PERSONNEL**

A member of the school's administration team will notify the Arlington Heights Police Department of written complaints from school personnel concerning instances of battery committed against school personnel at school. The administrator shall also notify the Illinois State Police of each incident through the School Incident Reporting System.

## **INSPECTION POLICY**

Individuals entering upon the premises of the school - whether students, employees, or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the school reserves the right, at its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises. Included within this policy is the right to inspect the following:

1. lockers
2. knapsacks, briefcases, bags, gym bags or similar devices brought onto or existing on school premises
3. vehicles on school premises
4. clothing (with appropriate safeguards for the individual's personal privacy)
5. desks
6. other property (whether school, student, or visitor) existing on school premises

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

## **MISCELLANEOUS CONSIDERATIONS**

Students may be sent to the office for disciplinary reasons to speak with a member of the administration. If necessary, the parent will be contacted. Other reasonable corrective measures are used at the discretion of the individual teachers. Parents will be contacted for repeated or more serious violations of our code of conduct. To verify that the student's parent has been informed of a corrective measure parents are asked to sign notes, detention slips, disciplinary warnings, teacher and parent communication reports, common area conduct slips, principal's supervision letters and in-school suspension forms. Parental signature does not imply approval of or agreement with the corrective action taken. It merely indicates that the parent has been informed about the infraction and the consequence. A note from the parent does not automatically alter the consequence for the student.

Parents and/or students wishing to appeal any corrective measure taken must contact the teacher to discuss the matter. If no agreement is reached an administrator may be contacted. Any disciplinary action stands unless it has been officially reviewed or withdrawn by the teacher and/or administrator.

## DRESS CODE

Goals for the OLW dress code are 1) to create an atmosphere conducive to learning, 2) to be easily observable and enforceable, 3) to promote student safety, 4) to project a good image of the school, and 5) to be in good taste. Enrollment at OLW implies agreement with and acceptance of the dress code.

With the exception of preschoolers, all students must wear the school uniform. No fad tailoring of the uniforms will be allowed. The prescribed uniform is as follows:

### GIRLS:

- Shirt
- white round or pointed collar, short or long sleeved blouse
  - white oxford, short or long sleeved blouse
  - white knit turtleneck
  - white or navy knit polo shirt, long or short sleeved
- Carden plaid
- Skirt or jumper - for grades K-2 – available only at Dennis Uniform
  - Skirt or skort - for grades K-8 – available only at Dennis Uniform
- Socks
- navy, white, black or gray socks or tights
- Pants (optional)
- solid navy twill or corduroy to be worn at the waist with no contrasting stitching. May be worn in place of the carden plaid uniform. These pants cannot be leggings, sweatpants, oversized, low-rise, or cargo pants. Navy or white tights and ankle-length leggings may be worn under a uniform skirt or jumper.

### BOYS:

- Shirt
- light blue knit polo shirt, long or short sleeved
- Pants
- solid navy twill or corduroy with no contrasting stitching to be worn at the waist with a plain belt (if necessary). These pants cannot be sweatpants, oversized, low-rise, or cargo pants
- Socks
- navy, white, black or gray

### PHYSICAL EDUCATION: (Boys and Girls)

- Gym shirt
- white (if in good condition) or gray gym shirt with OLW logo – available only at Dennis
  - white or navy long sleeve t-shirts may be worn under the uniform gym shirt
- Gym short
- navy knit (if in good condition and fits appropriately) or navy mesh gym short with OLW logo – available only at Dennis Uniform or Prowl gym shorts
- Sweatshirts/pants
- OLW imprint sweatshirts and OLW imprint or SOLID navy sweatpants may be used along with, not in place of, the regular gym uniform

*Grades K thru 4 may wear gym uniform or OLW imprint sweatshirts and OLW imprint or SOLID navy sweatpants to school over their gym uniform on their scheduled gym day(s).*

\*\*\*\*\*

School uniforms are available through Dennis Uniform, 7055 W. Higgins Ave, Chicago, Illinois. The phone number is 708-669-7944. Uniforms are to be worn at all times. Parents will be notified in writing of any violations of the dress code. On certain occasions, uniform requirements may be waived. Parents will be notified in writing of these special dress days. However, even on special dress days, wearing the uniform is always acceptable.

OLW imprint spiritwear items are available to purchase through Dennis Uniform.

“Out-of-Uniform” Days: Certain days may be designated non-uniform days. These days also include using a NUT (no uniform today) card, **which cannot be used on days we attend church liturgies or prayer services.** Students are expected to dress appropriately even when not in uniform. Ripped or torn clothing, slogan apparel and other clothing deemed by administration as inappropriate is not permitted. Clothing such as, but not restricted to, tank tops, razorbacks or spaghetti straps, undersized or oversized shirts, low rise pants are not permitted. In the middle school **leggings, jeggings, and yoga pants** are also not permitted. Girls may wear make-up in moderation on an “Out of Uniform day”. Regulations regarding the length and style of skirts and shorts, shoes, socks, jewelry, hair, and hats remain in place on these days.

### **OPTIONAL ITEMS FOR BOYS AND GIRLS:**

- Shorts - navy twill, Bermuda length walking shorts (no corduroy or “cargo” shorts) Length must be no more than 2 inches above the knee - replaces pants for boys or carden plaid uniform for girls
- Sweaters - navy crewneck, v-neck, or cardigan (no hoods) - no logos other than OLW imprint (optional)
- Sweatshirts - navy crewneck or ¼ zip - OLW imprint only
- Fleece - navy zipper-pullover, vest or jacket - OLW imprint only

### **OTHER REGULATIONS:**

- Shirts - all shirts must be tucked in at the waist (exception: girls’ banded polo w/ OLW imprint)  
- white, gray, or navy T-shirts may be worn under a uniform shirt or blouse
- Plaid Jumper - length must be no more than 2 inches above the knee
- Skort/Skirt - length must be no more than 2 inches above the knee
- Pants - all pants must be worn at the waist
- Shoes - dress shoes or athletic shoes are acceptable - shoes must be laced/fastened properly at all times  
- backless shoes and sandals, and shoes designated as slippers or moccasins (even with hard soles) may not be worn at any time  
- shoes should not glow or light up  
- boots are not to be worn in the elementary school building - in inclement weather, students must change out of their boots into their school shoes  
- fashion style boots such as Uggs may be worn in the middle school only. These boots may not be worn with skirts, skorts or shorts.
- Jewelry for all students: - tasteful jewelry (i.e. 1 necklace / 1 bracelet)  
- large rings are inappropriate for school  
- we suggest that jewelry not be worn on gym days  
for girls: small post earrings only for boys: no earrings are allowed
- Cosmetics - none allowed  
- nail polish may be worn  
*Administration will ask student to remove nail polish if it is deemed inappropriate or too extreme.*
- Hair - properly groomed and not so long as to obstruct vision  
- **no coloring, extreme highlighting or Mohawk hairstyles**  
- feathers and other items braided or wrapped into the hair are not permitted  
- boys’ hair length must be above the collar, above the eyebrows, not covering the ears
- Headbands/Bows - must be school or uniform plaid colors only
- Hats - may not be worn in the buildings
- Spiritwear Items - are not part of the school or gym uniform and should only be worn on out of uniform days or other select spirit days. Newer spirit wear items are royal blue as not to be confused with items that are part of the school uniform.

*While we do our best to outline the dress code as specifically as possible in the Family Handbook, we are not always prepared for new clothing, shoe, and accessory “fads” that may appear throughout the school year. When these situations arise, the administration will evaluate the “fad” and notify the school community if additional restrictions to the dress code are needed.*

**Birthdays** As a gift from the school to every Wayside student, students will be allowed to dress down on their birthday. Unfortunately, not every birthday falls on a school day, so please follow these guidelines:

- August birthdays (prior to the first day of school) will be celebrated at the beginning of the school year. Specific dates will be provided in the first Monday Memos.
- If a student’s birthday falls on the day of a Mass or Prayer Service, they should dress down on the next school day.
- Saturday birthdays should be celebrated on the Friday before and Sunday birthdays on the Monday after. If there is a holiday or day off, the birthday can be celebrated the following day.
- Information on what to do if the birthday falls on a long break or in June and July will be provided in Monday Memos as we approach those dates.

**Also, please remember that students should not bring in food as a treat for their class on their birthday.**

## FACULTY VOICE MAIL BOXES (2018-2019)

245	General - School Office	310	Kramp, Nancy
242	Middle School Office	285	Lantman, Julie
251	Library/Media Center	344	Laughland, Rachel
252	Before/After School Care	323	Lewis, Libby
261	School Nurses	337	Martino, Matt
369	Athletic Director	342	Messina, Laura
* * *	* * * * *	347	Miller, Pam
261	Allen, Linda	301	Morris, Katie
303	Barmantje, Mary Pat	333	Myers, Jan
366	Bleibel, Emily	328	Newell, Meghan
255	Boarini, Barb	348	Nigliazzo, Joe
325	Boeche, Jeanine	320	Okulanis, Julie
317	Brennan, Kim	330	Pancratz, Rich
314	Brittain, Halina	284	Pearson, Sharon
339	Brocato, Tina	306	Randazzo, Natalie
315	Cieniawa, Mary Jean	341	Rodriguez, Sabrina
318	Cooper, Donna	304	Ryan, Carrie
247	Dickey, Louise	321	Shewmon, Sally
350	Doherty, Laura	246	Shields, Sr. Joan
261	Fallon, Sharon	242	Smith, Terry
322	Fisher, Debra	305	Strzyzynski, Jane
331	Frazier, Laura	245	Tiltz, Christine
335	Gatewood, Patricia	349	Viso, Carrie
242	Hendricks, Sharon	256	Weseman, Sr. Adrienne
319	Hettinger, Bridget	244	Wood, David
332	Kelly, Monica	324	Wurthmann, Melissa

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