

Our Lady of Peace School

"Excellence with Character"



2026-2027
Student-Parent Handbook

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“Excellence with Character”

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Asst. Principal: Ms. Alyssa Owens

Business Admin: Ms. Danielle Snyder
Mrs. Becky Mozeleski
Clerical: Mrs. Mary Ellen Dougherty

Junior High Religion: Mr. John Stolan

Resource/Support: Mrs. Cheryl Farrell
Mrs. Debbie Puscavage

NEIU 19 Resource: Ms. Jessica Terry

Faculty:

Pre-K: Mrs. Tammy Lydon
Pre-K: Mrs. Jeanine Queralt
Pre-K: Mrs. Lisa Schmidt
K-1: Mrs. Mary Ellen Phillips
K-1 Aide: Mrs. Karina Mariotti
K-2: Ms. Elyse Rehder
K-2 Aide: Ms. Danielle Savio
1-1: Mrs. Sheila VanNort
1-2: Mrs. Amy Layaou
2-1: Mrs. Megan Rubano
2-2: Miss Anne Dempsey
3-1: Mrs. Maura Stolan
3-2: Mrs. Leighann Lehman
4-1: Ms. Bridget Feeney
4-2: Ms. Alyssa Owens
5-1: Mrs. Mia Dennis
5-2: Mrs. Laura Shovlin
6-1: Mr. Marc Sweeney
6-2: Mrs. Jean Aubrey
7-1: Mrs. Shawna Marx
7-2: Mr. Dan Banicky
8-1: Mrs. Kathy Lotz
8-2: Mrs. Kelly Burke

Specials:

Art: Mrs. Peggy Yanul
Music: Mrs. Megan Gorton
Library: Mrs. Cassandra Morelli-Kolatis
Gym: Mr. Justin Bedford
Technology: Mrs. Peace Oliviero

Athletic Director: Mr. Justin Bedford

Asst. Athletic Director: Mr. John Stolan

Nurse: Mrs. Christine Bohn

Maintenance: Mr. Drew Franko
Mr. Bob Jones

Cafeteria: Mrs. Tracy Sweeney
Mrs. Kathleen Liples

Smart Money: Mrs. Tracy Sweeney

ACADEMIC POLICIES

INTRODUCTION

After faith formation and growth in the Catholic tradition, academic excellence is one of the primary goals of Our Lady of Peace School. Every student has the right to learn in a safe, respectful, and engaging environment. Co-curricular activities are an important part of the educational experience, but they should always support—not interfere with—a student's academic success.

Students are encouraged to develop strong study habits by spending an age-appropriate amount of time each evening reviewing lessons, completing assignments, and preparing for the next school day. When additional help is needed, students are encouraged to seek assistance from their teachers. At Our Lady of Peace School, teachers are committed to supporting every student's academic growth and helping each child reach his or her fullest potential.

CURRICULUM

The curriculum at Our Lady of Peace School meets the academic requirements established by the Pennsylvania Department of Education while remaining firmly rooted in the teachings and traditions of the Catholic Church. Religion is not simply another subject; it is the foundation of our school community and is woven throughout every aspect of the educational experience.

Our Lady of Peace School is committed to educating the whole child—spiritually, academically, socially, emotionally, and physically. Students receive instruction in the following subject areas:

- Religion
- English Language Arts
- Vocabulary
- Mathematics
- Science
- Social Studies
- Technology
- Music
- Art
- Physical Education

GRADING – REPORT CARDS

Students in grades 1–3 receive letter grades on their report cards. Students in grades 4–8 receive numerical grades in all **core subject areas** using the following grading scale:

Grade	Percentage
A	95–100
B+	90–94
B	85–89
C+	80–84
C	75–79
D	70–74
F	69 and below

Special Area Classes: Students are evaluated on their effort, participation, preparedness, and progress in each special area class. Achievement is reported using the following marks:

O - Outstanding S - Satisfactory I - Improvement Needed U - Unsatisfactory

PROGRESS REPORTS

Progress Reports are issued midway through each marking period for students in **Grades 4–8** earning below **75%** in any core academic subject.

- Students receiving a Progress Report are **academically ineligible** to participate in extracurricular activities, including athletics, clubs, and school-sponsored events, until their average improves to **75% or higher**, with a minimum ineligibility period of **one week**.

Parents/guardians must sign and return the Progress Report. To regain eligibility, students must submit a current **FACTS Student Information System (SIS)** grade report showing an average of **75% or higher** to the Principal for verification.

HOMEWORK

Homework reinforces classroom learning, provides opportunities for practice, and helps students develop responsibility, organization, and independent study habits. Students are expected to complete all assigned homework to the best of their ability.

- Students in Grades 3–8 are responsible for writing down their homework assignments each day. FACTS Student Information System (SIS) should be used as a resource if a student is absent or was unable to record an assignment, not as a substitute for maintaining an assignment book.
- Parents can support student success by providing a consistent time and quiet place for homework and by encouraging neatness, organization, and thoughtful effort.
- If your child is absent, please contact the school office before 12:00 p.m. to request books and materials. While every effort will be made to accommodate requests, materials may not be available for calls received after noon.

ACADEMIC INTEGRITY

Our Lady of Peace School expects students to demonstrate honesty and integrity in all academic work. Academic dishonesty is inconsistent with the values of our Catholic school community and prevents students from demonstrating their own learning and abilities.

Academic dishonesty includes, but is not limited to:

- **Unauthorized Use of Artificial Intelligence (AI):** Students may not use AI tools, including ChatGPT or similar programs, to complete academic work unless specifically permitted by a teacher or school administrator.
- **Plagiarism:** Using another person's words, ideas, research, or work without proper acknowledgement.
- **Cheating:** Copying or sharing answers, using unauthorized materials or devices, submitting another person's work as one's own, falsifying information, or otherwise violating the rules of an assignment or assessment.
- **Unauthorized Assistance:** Allowing a parent, friend, sibling, tutor, or another individual to complete work that is expected to be completed independently by the student.
- **Reusing Work:** Submitting previously completed work for another assignment without teacher permission.

Consequences

Academic integrity violations will be addressed according to the student's age and grade level and the nature and frequency of the violation. Consequences may include parent/guardian notification, completion of an alternate assignment or assessment, a reduced or failing grade, and/or additional disciplinary action as determined by school administration.

Serious or repeated violations may result in further disciplinary action in accordance with school/diocesan policy.

HONOR ROLL

Students in Grades 6-8 will be eligible for the Honor Roll. Major subjects are all subjects other than music, physical education, art, technology, and library.

Honor Roll recognition is awarded each marking period based on the following criteria:

- **Principal's List:** All major subject grades of **95 or higher**; no I marks; no negative comments or behavior concerns.
- **High Honors:** Overall average of **93 or higher**; no major subject grade below **88**; no I marks.
- **Honors:** Overall average of **88 or higher**; no major subject grade below **83**; one I mark permitted.
- Students are **not eligible** for Honor Roll if they:
 - Receive **two I marks** in the special subjects (Music, Physical Education, Art, Technology, or Library).
 - Receive a **U** in any subject.
 - Receive **negative comments** or have significant behavior concerns noted on their report card.
 - Accumulate **two or more demerits** during the marking period.
 - Serve **detention** during the marking period.
 - Have **3 or more unexcused absences** during the marking period.

ATTENDANCE

Regular school attendance is essential to student success. Daily instruction, classroom participation, and interaction with teachers and classmates are vital to the learning process. Parents/guardians are responsible for ensuring their child attends school regularly and on time. The school maintains accurate records of attendance, tardiness, and absences.

School Day

- School doors open at 8:00 a.m.
- The Before Care Program begins each school day at **7:15 AM**. Students attending the program should enter the building through the **main entrance**.
- **Cost:** \$5.00 per child for each 15-minute increment. Attendance will be recorded by the staff on duty, and charges will be billed through your **FACTS** account.
- Students report directly to the gym for morning prayer and announcements. They are not permitted to leave the gym without explicit permission from the teacher in charge.
- Classes begin at 8:30 a.m. and students dismiss at 2:30 p.m.
- Staff supervise students during arrival and dismissal to ensure student safety.

ABSENCES

Reporting an Absence

- Notify the School Office by 9:00 a.m. if your child will be absent.
- Submit a written excuse within 24 hours of your child's return to school.
- Failure to provide written documentation within 24 hours may result in the absence being recorded as unexcused.

Excused Absences

Excused absences include:

- Illness
- Medical or dental appointments
- Family emergencies, including the death of an immediate family member

Documentation Requirements

- A parent/guardian note is acceptable for one or two consecutive school days of illness.
- Three or more consecutive absences due to illness require a physician's written excuse for the absences to be considered excused.

Vacations

- Vacations or other personal trips taken while school is in session are not considered excused absences.
- Teachers are not required to provide assignments before a planned vacation.
- Upon returning, students are responsible for arranging and completing all missed work.
- Distance learning will not be provided for planned vacations.

Extracurricular Eligibility

Students who are absent from school:

- May not participate in athletics, performing arts, clubs, or other school-sponsored extracurricular activities that day.
- If absent on a Friday, the student may not participate in weekend school-sponsored activities until returning to school.

TRUANCY

- A student is considered truant after three (3) unexcused absences in a marking period.
- A student is considered habitually truant after six (6) unexcused absences.

Attendance Intervention

After a student's third unexcused absence:

- Parents/guardians will receive written notification.
- Additional unexcused absences may result in a Student Attendance Improvement Meeting (SAIM) with the student, parent/guardian, and Principal.
- A Student Attendance Improvement Contract will be developed if required.

Further Action

Continued unexcused or unlawful absences may result in:

- Progression through Pennsylvania's truancy elimination process
- Referral to County Children and Youth
- Citation of the parent/guardian
- Other actions permitted by Pennsylvania law and Diocese policy
- Possible expulsion from school

Administrative Discretion

The Principal may modify the truancy process when appropriate documentation or extenuating circumstances exist, including:

- Verified illness supported by a physician's note
- Death in the immediate family
- Verified medical emergency in the immediate family
- Other unusual circumstances

MAKE-UP WORK

Student Responsibilities

Students are responsible for making up all work missed during an absence.

- Make-up work must be completed within five (5) school days of returning to school unless otherwise approved.
- Students are responsible for contacting their teachers regarding missing assignments and due dates.

Extended Illness

For absences lasting more than three consecutive school days due to illness:

- Parents/guardians should contact the School Office.
- The School Office will coordinate with teachers regarding assignments and academic support.

Homebound Instruction

If a prolonged illness requires hospitalization or homebound instruction:

- Contact the School Office.
- Contact your school district of residence to begin the homebound instruction process.
- The school district will provide information regarding eligibility and procedures.

TARDINESS

Late Arrival

- Students arriving after 8:25 a.m. are considered tardy.
- Students must be signed in by a parent/guardian at the School Office before reporting to class.
- A note explaining the tardiness is required unless the delay is due to school transportation.

Unexcused Tardies

Students are expected to arrive at school on time each day. Repeated tardiness disrupts the learning environment and instructional time. Excessive unexcused tardies will result in progressive intervention, which may include:

- Parent/guardian notification
- Parent/guardian conference with the Principal
- Attendance Improvement Plan developed to support regular, on-time attendance
- Additional consequences at the discretion of the school administration

Bus Transportation

Free bus transportation may be provided by Abington Heights, Lakeland, Lackawanna Trail, Tunkhannock, Scranton, Valley View, Mid-Valley, Riverside, Dunmore, Old Forge, and other eligible school districts.

Transportation eligibility is determined by the student's resident school district and applicable Pennsylvania transportation requirements. Generally, transportation may be provided when:

- The student resides within the required transportation distance established for the school and/or along a route determined eligible for transportation under applicable guidelines.

Bus routes, stops, schedules, and transportation eligibility are determined by each student's resident school district. Families should contact their local school district with specific transportation questions.

ARRIVAL & DISMISSAL PROCEDURES

Morning Drop-Off

Doors open for a great day of learning at 8:00 AM. Before School Child Care is available beginning at 7:15 AM.

- Students in Kindergarten through 8th grade report to the gym upon arrival. Morning prayer begins promptly at 8:15 AM.

Drop-Off Locations

- **Bus Riders:** Buses unload at the front entrance. Please keep all bus lanes clear.
- **Pre-K Students (and their siblings):** Enter through the front entrance by the Pre-K classroom.
- **Kindergarten through 8th Grade Students:** Enter through the rear entrance.

Rear Drop-Off

- Up to three vehicles may pull up to the sidewalk at one time.
- Students should exit from the right side of the vehicle and proceed directly up the steps to the rear entrance.
- Once all students are safely on the sidewalk, the three vehicles may exit, and the next three vehicles may pull forward.
- Please drive slowly and use extreme caution at all times.

The rear entrance closes promptly at 8:25 AM. Students arriving after that time must enter through the front office and be signed in by a parent/guardian. Students arriving after 8:25 AM will be marked tardy.

Afternoon Dismissal

End-of-day prayers begin at 2:25 PM, immediately followed by dismissal.

Bus/Van Riders

Students are dismissed first and report immediately to the front doors near Pre-K, where staff assist them in boarding the correct bus or van. Please notify the office of any change in a student's usual transportation.

Private Car Riders & Back Door Walkers

Students dismiss from their classrooms by grade level and proceed out the rear doors.

Private Car Riders

- Vehicles enter the back parking lot via Seneca Street.
- Cars form three pickup lanes.
- All vehicles must remain stopped until every child has safely entered a vehicle.
- School staff will dismiss all three lanes simultaneously.

Back Door Walkers

- Independent walkers must be in **4th grade or above**.
- Students in **Kindergarten through 3rd grade** may use the back path only if they are met by a parent or designated adult at the bottom of the back steps or are accompanied by a sibling in 4th grade or above.
- Once a student enters the back path at dismissal, the student is considered a walker and is no longer under the supervision or jurisdiction of Our Lady of Peace School.
- St. Gregory's Church has not approved or designated its parking lot as an official OLP dismissal location. Families who choose to use the church parking lot during dismissal do so at their own discretion and risk.

Pre-K & Kindergarten Dismissal

- **Pre-K:** Students are dismissed at 2:00 PM from their classroom's designated pickup door.
- **Kindergarten:** Both Kindergarten classes dismiss at 2:10 PM from the rear door near K-1.
- Kindergarten students may dismiss with older siblings. Pre-K students may not.

Abington Road Walkers

Students walking along Abington Road are dismissed last and escorted across Abington Road by a school staff member.

- Independent walkers must be in 4th grade or above.
- Students in Pre-K through 3rd grade must be accompanied by a sibling in 4th grade or above or be met by a parent or designated adult before crossing Abington Road.

Dismissal Transportation

- Parents/guardians should establish a regular dismissal method for their child (bus, car rider, or walker).

- Any changes to a student's regular dismissal plan or authorized pick-up person must be submitted in writing to the student's homeroom teacher.
- If an unexpected dismissal change is necessary after a student has arrived at school, parents/guardians must call the school office as soon as possible so the change can be communicated before dismissal.

Early Dismissal

- Send a signed note or email to the homeroom teacher explaining the reason for the early dismissal.
- Parents/guardians must report to the school office to sign the student out.
- If the student returns to school later that day, a parent/guardian must sign the student back in.

Emergency School Closing

- Announcements will be made on WNEP-TV and WBRE-TV.
- Parents/guardians will be notified through FACTS SIS via text message, email, and social media.

SAFETY & TRAFFIC

For the safety of our students and families, please use extreme caution when driving on school property.

- Follow all traffic patterns, cones, and directions from school staff.
- Drive slowly and remain alert at all times.
- Never leave a running vehicle unattended.
- The playground is closed to vehicle traffic from 11:00 AM–1:10 PM.
- Traffic cones may be used at other times to restrict parking or driving areas.

The safety of every student is our highest priority at Our Lady of Peace School.

CAFETERIA & LUNCH

Students may bring a packed lunch from home or purchase lunch through the Falcon Lunch Program. Students eat lunch in the gymnasium at cafeteria tables. Students are provided with 20 minutes for lunch and 20 minutes for recess.

Falcon Lunch Program

- Lunch: \$6.00 Beverage: \$1.00
- Snacks are also available for purchase.
- Lunch orders and lunch account payments are managed through FACTS SIS.
- Lunch orders must be submitted by 8:00 AM each school day.

Lunch & Recess Expectations

Students are expected to demonstrate respect, responsibility, and good sportsmanship during lunch and recess.

- Use respectful language and appropriate voice levels.
- Remain seated during lunch and clean your area before leaving.
- Follow directions from supervising adults and line up promptly when called.
- Stay within designated playground areas and ask permission before re-entering the building.
- Treat others and school property with care and respect.
- Running recklessly, rough play, fighting, throwing objects, and inappropriate language are not permitted.

Students who do not follow these expectations will receive appropriate disciplinary consequences.

Any concerns or rule violations should be reported to the supervising adult. Students who do not follow lunch and recess expectations will be subject to appropriate disciplinary action by the teachers and staff members on duty in accordance with school policies.

Lunch Volunteers

Volunteers are always welcome to assist with lunch and recess supervision.

- Volunteer sign-up information will be sent home during the first week of school.
- Lunch duty is from 11:10 AM–1:10 PM.
- Volunteers will receive a schedule after signing up.

All volunteers must have the following clearances and training before serving:

- Pennsylvania Child Abuse Clearance
- Pennsylvania State Police Criminal History Clearance
- FBI Fingerprinting (required if you have lived outside Pennsylvania within the past 10 years)
- VIRTUS® Protecting God's Children Training

DISCIPLINARY CODE

"Christ is the Master Teacher at Our Lady of Peace School. His teaching, summarized by the Law of Love, is the principal guide for student behavior."

- The Christian community established at Our Lady of Peace School calls each student to demonstrate respect, responsibility, kindness, and consideration for others. As members of the OLP community, students enter into a special relationship with the school that extends beyond the school building.
- Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, and Our Lady of Peace School. This expectation applies not only during the school day and on school property, but also in circumstances in which a student's connection to Our Lady of Peace School is evident. Examples include traveling to and from school, attending athletic events, field trips, dances, school-sponsored activities, and other events in which students are representing OLP.
- In all circumstances, students are expected to show consideration for others, respect the dignity of each person, make responsible choices, and contribute to a safe, respectful, and harmonious school community.

BULLYING

- Bullying is intentional behavior that causes, or attempts to cause, harm or discomfort to another person and is generally characterized by aggression, an imbalance of power, and repeated behavior. Bullying may be physical, verbal, emotional/social, or sexual in nature.
- Bullying of any kind will not be tolerated at Our Lady of Peace School. Reports of bullying will be investigated by school administration, and appropriate disciplinary action will be taken based on the circumstances and severity of the behavior. Parents/guardians will be notified when appropriate.
- All members of the school community have a responsibility to report suspected bullying to a teacher or school administrator.

Examples may include:

- **Physical Bullying:** Hitting, punching, kicking, pushing, shoving, or other forms of physical aggression.
- **Verbal Bullying:** Teasing, name-calling, threatening, spreading rumors or gossip, or repeated inappropriate comments.
- **Emotional/Social Bullying:** Intentionally embarrassing, isolating, excluding, intimidating, or otherwise attempting to negatively affect another student's relationships or sense of belonging.
- **Sexual Bullying/Harassment:** Unwanted or inappropriate sexual comments, gestures, remarks, harassment, or other conduct of a sexual nature.

CONDUCT CODE

- The Conduct Code applies to **all students at Our Lady of Peace School**. All students are expected to follow school rules, demonstrate respectful and responsible behavior, and follow the directions of teachers, staff members, and other supervising adults.
- For students in **Pre-K through Grade 3**, the expectations of the Conduct Code remain in effect; however, disciplinary consequences will be determined at the discretion of the student's teacher(s) and school administration. The student's age, developmental level, individual circumstances, frequency of behavior, and severity of the infraction will be considered when determining an appropriate response. Younger students will not necessarily follow the same demerit and detention progression outlined for students in Grades 4–8.
- For students in **Grades 4–8**, the demerit, detention, and suspension procedures outlined below will generally apply. School administration reserves the right to adjust or escalate consequences when warranted by the severity or circumstances of an incident.

Depending upon the nature, frequency, and severity of an infraction, disciplinary action may include a warning, parent/guardian notification, demerit, detention, parent/guardian conference, loss of privileges, in-school suspension, out-of-school suspension, or other appropriate consequences determined by school administration.

Examples of behaviors that may result in disciplinary action include, but are not limited to:

- Disrespect toward teachers, staff members, students, or supervising adults
- Defiance, insubordination, or refusal to follow reasonable directions
- Repeated uniform violations
- Fighting, hitting, kicking, spitting, or other physical aggression
- Bullying, harassment, intimidation, or threatening behavior
- Possession or use of alcohol, narcotics, tobacco products, vaping products, weapons, or other prohibited items
- Leaving school grounds or a school-sponsored activity without permission
- Destroying, damaging, or defacing school or personal property
- Violating the school's Electronic Devices Policy
- Throwing objects or engaging in unsafe behavior
- Skipping school or class
- Chewing gum on school property
- Repeated failure to follow school or classroom rules
- Use of inappropriate, offensive, or foul language
- Repeated tardiness to class
- Repeated failure to complete assigned work
- Repeated failure to return required school documents
- Any activity or behavior that jeopardizes the safety or well-being of another student, staff member, or member of the school community

Disciplinary Procedures — Grades 4–8

The following disciplinary progression generally applies to students in Grades 4–8:

Three (3) demerits will result in one (1) detention.

- Detention will be held on Friday mornings from **7:00–8:00 a.m.** Students will receive a detention notice indicating the infraction and assigned date. The notice must be signed by a parent/guardian and returned to school the following school day.
- Failure to report to an assigned detention without prior approval from school administration may result in an additional disciplinary consequence.

Three (3) detentions will result in an in-school suspension.

- Students assigned an in-school suspension will complete their regular academic work in a designated supervised location and will not participate in their regular classroom activities for the duration of the suspension.
- A student who receives an in-school suspension as a result of the disciplinary process will:
- Be **suspended from participation in extracurricular activities and athletics until further notice**, with reinstatement determined by school administration.
- Be **ineligible for National Junior Honor Society membership or induction**, as applicable.
- Be **ineligible for Honor Roll recognition at any level**, as applicable.
- Parents/guardians will be notified when an in-school suspension is assigned. A parent/guardian conference may also be required.

Serious Disciplinary Infractions

- Not every disciplinary matter will progress through the demerit and detention system. Serious offenses may warrant immediate disciplinary action for students at **any grade level**.
- Serious violations of the Disciplinary Code should be reported directly and immediately to school administration. After reviewing the circumstances and speaking with the student(s) involved, school administration will determine the appropriate response based upon the student's age, developmental level, individual circumstances, and the nature and severity of the infraction.
- Consequences may include, but are not limited to, parent/guardian conferences, loss of privileges, detention when age-appropriate, removal from extracurricular activities or athletics, in-school suspension, out-of-school suspension of up to three (3) days, a behavioral contract, referral to a Discipline Review Board, or expulsion when warranted by the severity or circumstances of the offense.
- School administration reserves the right to impose disciplinary consequences appropriate to the severity of an incident without requiring a student to first accumulate demerits or detentions.

DRESS CODE

Students are expected to arrive at school each day in the complete and appropriate Our Lady of Peace School uniform. Uniforms should be clean, neat, properly fitted, and worn as intended.

If an emergency or special circumstance prevents a student from wearing the required uniform, a parent/guardian should provide a written note or contact the school explaining the situation. Exceptions to the Dress Code are subject to approval by school administration.

GENERAL DRESS CODE & APPEARANCE EXPECTATIONS

Students are expected to maintain a neat, clean, and school-appropriate appearance that reflects the standards of Our Lady of Peace School.

Hair & Grooming

- Hair should be clean, neat, and appropriately styled.
- Boys' hair should be neatly trimmed and may not extend below the shirt collar.
- Hair should not interfere with a student's vision, learning, safety, or participation in school activities.
- Excessively distracting hairstyles, hair colors, or grooming choices are not permitted.
- Longer hair may be required to be secured when necessary for safety.

Hair Accessories

Bows, headbands, barrettes, clips, and similar hair accessories are permitted. Accessories that are excessively large, distracting, costume-like, or resemble animal ears are not permitted.

Socks & Footwear

- School shoes must be worn with the regular uniform.
- Sneakers are permitted on designated Gym Days.
- Boots are not considered regular uniform shoes.
- Socks must meet uniform requirements. Athletic socks with large or prominent logos are not permitted.

PRE-K UNIFORM

Pre-K students may wear the OLP Physical Education Uniform as their daily school uniform.

- White OLP T-shirt or golf shirt
- Navy OLP mesh shorts
- Navy or gray OLP sweatshirt
- Navy OLP sweatpants
- Sneakers; slip-on or Velcro styles are recommended

OLP Spirit Wear is also permitted for Pre-K students.

FALCON GYM UNIFORM

On designated Gym Days, students may wear the official OLP Physical Education Uniform **or approved OLP Spirit Wear**.

The traditional OLP Physical Education Uniform includes:

- White OLP T-shirt, short- or long-sleeved
- Navy OLP shorts
- Navy OLP sweatpants
- Optional gray OLP sweatshirt
- Sneakers

OLP Spirit Wear is **Gym Day approved** and may be worn in place of the traditional gym uniform. Gym uniforms may be purchased through the school. Uniform options may also be available through Flynn & O'Hara.

FALCON SUMMER UNIFORM

First Day of School through September 30 & April 1 through the End of the School Year

Boys & Girls – Grades K–8

- Khaki or navy uniform shorts, skorts, or pants
 - Girls in K-4 may wear the jumper during Summer Uniform as well.
- OLP golf shirt:
 - **Grades K–4:** White
 - **Grades 5–8:** Navy blue
- School shoes
- Socks that cover the ankle
- Belt when wearing clothing with belt loops
- Optional OLP sweater or quarter zip

Sneakers and sweatshirts are permitted only on designated Gym Days.

FALCON WINTER UNIFORM - October 1 through March 31

Boys – Grades K–6

- Khaki or navy uniform pants; **no cargo pants**
- White button-down dress shirt
- OLP uniform tie
- Belt
- Socks
- School shoes
- Optional OLP quarter zip or long-sleeve OLP sweater

Boys – Grades 7–8

- Khaki uniform pants; **no cargo pants**
- White button-down dress shirt
- Tie of choice
- Navy sport coat/blazer
- Belt
- Socks
- School shoes
- Optional OLP quarter zip or long-sleeve OLP sweater when appropriate

Girls – Grades K–4

- OLP plaid jumper
- White blouse
- White, burgundy, or navy knee socks or tights
- School shoes that tie or buckle; **no boots**
- Optional OLP cardigan in navy or burgundy or approved OLP sweater/quarter zip

Girls – Grades 5–8

- OLP plaid uniform skirt, **no shorter than three (3) inches above the knee**
- White blouse
- OLP navy sweater vest
- Knee socks
- School shoes; **no boots**
- Optional OLP cardigan, long-sleeve sweater, or quarter zip

All girls may also wear **khaki or navy uniform pants** with a white blouse and navy sweater vest.

Sneakers and sweatshirts are permitted only on designated Gym Days.

Uniform Compliance

Students who are not in compliance with the Dress Code may be asked to correct the issue, and parents/guardians may be contacted when necessary. Repeated violations may result in disciplinary action. School administration reserves the right to determine whether a student's clothing, footwear, hairstyle, accessories, or overall appearance comply with the OLP Dress Code.

DRESS UP/DOWN DAYS

Dress Up/Down Days are a special privilege and an opportunity for students to enjoy a change of pace while maintaining a neat, modest, and school-appropriate appearance.

The following are not permitted:

- Short shorts or revealing clothing
- Tank tops or clothing with inappropriate words, images, or messages
- Open-toed or backless footwear, including flip-flops, Crocs, and clogs

Students must wear appropriate shoes and socks. Students who do not meet Dress Up/Down Day expectations may be required to change.

School administration reserves the right to determine what is appropriate for all Dress Up/Down Days.

EXTRACURRICULAR ACTIVITIES

Our Lady of Peace School offers a variety of extracurricular activities designed to provide students with opportunities to develop their talents, leadership skills, confidence, teamwork, creativity, and commitment to service. Participation in extracurricular activities is a privilege. Students are expected to maintain appropriate academic performance, attendance, and behavior in order to participate.

EXTRACURRICULAR ELIGIBILITY

Students participating in athletics, clubs, performances, competitions, Student Council, and other school-sponsored extracurricular activities are expected to remain in good academic and behavioral standing.

Academic Eligibility

- Students in Grades 4–8 who receive a Progress Report or Report Card grade below 75% in any major subject will be considered academically ineligible.
- Academically ineligible students may not participate in practices, competitions, games, performances, or other extracurricular activities for a minimum of one week and until the grade improves to 75% or higher.
- Once the grade has improved, the student must provide an updated FACTS/SIS grade report to school administration for approval before returning to extracurricular participation.

Behavioral Eligibility

- Students participating in extracurricular activities are expected to demonstrate behavior consistent with the OLP Disciplinary Code.
- Serious or repeated behavioral concerns may result in temporary or permanent suspension from extracurricular activities or athletics at the discretion of school administration.
- Any student who receives an in-school or out-of-school suspension will be suspended from extracurricular activities and athletics until further notice. Reinstatement will be determined by school administration.

Attendance Eligibility

- Students must attend school in order to participate in an extracurricular practice, competition, game, performance, or event scheduled for that day.
- Students who are absent from school may not participate in extracurricular activities that day unless an exception has been approved by school administration.
- School administration has final authority in determining extracurricular eligibility based on academics, behavior, attendance, and other circumstances affecting a student's standing at OLP.

FORENSICS

Forensics provides students with opportunities to develop public speaking skills, confidence, poise, and effective communication through interscholastic competition. Students compete with other Catholic schools at regional and diocesan events.

Forensics is available to students in:

- Grades 5–6: Junior Varsity
- Grades 7–8: Varsity

STUDENT COUNCIL

- Our Lady of Peace School Student Council provides students with opportunities to develop leadership skills, represent their peers, promote school spirit, and participate in the planning and presentation of school programs and activities.
- Officers and class representatives are elected by the student body in grades 4th-8th.
- As leaders within the school community, Student Council members are expected to maintain strong academic standing and demonstrate behavior consistent with OLP's expectations. Failure to maintain these standards may result in disciplinary probation or removal from Student Council at the discretion of school administration.

PENNSYLVANIA JUNIOR ACADEMY OF SCIENCE (PJAS)

The Pennsylvania Junior Academy of Science provides students with opportunities to explore scientific research and investigation.

- Students in Grades 7–8 are encouraged to develop a scientific investigation, prepare their findings, and present their research at the regional competition.
- Students earning qualifying awards at the regional level may have the opportunity to advance to the state competition.
- Participation in PJAS encourages scientific inquiry, research skills, presentation skills, and a greater understanding and appreciation of the scientific community.

OLP PLAYERS THEATRE PRODUCTION

OLP Players provides students with the opportunity to participate in a school theatre production while developing creativity, confidence, collaboration, and an appreciation for the performing arts.

- Students may participate in a variety of roles, including acting, singing, dancing, and other production responsibilities as available.
- Participation requires a commitment to scheduled rehearsals and performances. Students are expected to demonstrate responsible behavior, cooperation, and respect for fellow cast members, directors, and volunteers.
- Participation in OLP Players is subject to the school's academic, behavioral, and attendance eligibility requirements for extracurricular activities.

ATHLETICS

The OLP Athletics Program is an extension of the school's educational and extracurricular program. Its purpose is to promote teamwork, good sportsmanship, cooperation, responsibility, and fair competition.

- Participation is based not only on athletic ability, but also on a student's willingness to work cooperatively for the good of the team and represent Our Lady of Peace School appropriately.
- Student-athletes and their parents/guardians are expected to follow all current OLP Athletics rules, regulations, and participation requirements.

Athletic Fee

An annual \$100 per family athletic fee is required for participation in the sports program. The fee must be paid before an athletic uniform may be issued to a student.

Student-Athlete Eligibility

- All student-athletes are subject to the academic, behavioral, and attendance eligibility requirements outlined at the beginning of this section.
- Students who become academically ineligible may not participate in practices, games, competitions, or team-sponsored activities until reinstated by school administration.
- Behavior that violates the OLP Disciplinary Code may also result in suspension from athletic participation. Students receiving an in-school or out-of-school suspension will be suspended from athletics until further notice.
- Students who are absent from school on the day of a practice, game, competition, or team-sponsored event may not participate that day unless an exception has been approved by school administration.
- School administration will determine when a student is eligible to return to participation and will communicate eligibility decisions to the appropriate parent/guardian, Athletic Director, coach, or activity moderator.

Participation in extracurricular activities is a privilege and an opportunity for students to represent Our Lady of Peace School. Students are expected to demonstrate respect, responsibility, good sportsmanship, and behavior consistent with OLP expectations at all times. Disrespectful, inappropriate, or repeated misbehavior during practices, meetings, competitions, performances, or other activities may result in suspension or removal from the team, club, or organization at the discretion of school administration.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) recognizes students who demonstrate excellence in the five pillars of Scholarship, Service, Leadership, Character, and Citizenship.

- Membership is both an honor and a responsibility. Students and parents/guardians do not apply for or initiate membership. Eligible students are nominated and considered by designated faculty members and school administration.

Eligibility & Selection

To be considered for NJHS membership:

- Students must be in Grade 7 or Grade 8 at the time of nomination.
- Students considered for induction in the spring of Grade 7 must have a cumulative scholastic average of 93% or higher for the first three marking periods of Grade 7.
- Students considered for induction in the spring of Grade 8 must have a cumulative scholastic average of 93% or higher using all four marking periods of Grade 7 and the first three marking periods of Grade 8.
- Students with ten (10) or more unexcused absences will not be eligible for NJHS membership or induction.
- Students who have received an in-school or out-of-school suspension will not be eligible for NJHS membership or induction.
- Academic achievement alone does not guarantee membership. Students must also demonstrate excellence in service, leadership, character, and citizenship.

Maintaining Membership

NJHS members are expected to:

- Maintain a cumulative scholastic average of 90% or higher.
- Complete a minimum of 20 hours of school, church, or community service each year.
- Demonstrate leadership and active participation in the school community.
- Consistently demonstrate honesty, responsibility, respect, good citizenship, and adherence to school expectations.
- Maintain satisfactory attendance and behavior.

Students whose cumulative average falls below 90% will receive one probationary marking period to meet the academic requirement before dismissal from NJHS.

Because character and citizenship are essential components of NJHS membership, serious or repeated violations of the OLP Disciplinary Code may result in probation or dismissal from NJHS. Students who receive an in-school or out-of-school suspension after induction may be subject to dismissal from NJHS. Academic dishonesty, including cheating, may result in dismissal from NJHS. Final decisions regarding selection, probation, and continued membership are made in accordance with NJHS requirements and school administration.

PERSONAL ELECTRONIC DEVICES

- Students may bring a cell phone or smart watch to school; however, all personal electronic devices must be powered off before entering the school building.
- Cell phones, smart watches, personal electronic devices, headphones/earbuds must be turned in to the student's designated homeroom collection bin upon arrival and will be returned at dismissal.
- Personal electronic devices, including cell phones, smart watches, electronic games, earbuds, and similar devices, may not be used during the school day without permission from a teacher or school administration.
- Students who violate this policy will have the device confiscated. A parent/guardian will be required to retrieve the device from the school office, and the student will receive a detention. Repeated violations may result in additional disciplinary consequences.

Our Lady of Peace School is not responsible for lost, stolen, or damaged personal electronic devices brought to school.

FIELD TRIPS

Field trips are an extension of the educational program and provide students with valuable learning experiences outside the classroom.

- A school-issued permission slip containing details of the trip will be sent home and must be signed by a parent/guardian and returned by the stated deadline.
- Only the official school permission slip will be accepted. Students may not participate without written parent/guardian permission.
- Field trips are limited to the participating class(es), teachers, and approved chaperones.
- The use of cell phones and other electronic devices during field trips is at the discretion of the teacher(s).
- Students are expected to follow all school rules and behavioral expectations while participating in a field trip. Students whose behavior presents a safety or disciplinary concern may be excluded from participation at the discretion of the teacher and/or school administration.
- Students who do not participate in a scheduled field trip are still required to attend school that day. Their classroom placement and schedule will be determined by school administration.

The safety of our students is the school's highest priority. Teachers, chaperones, and school administration will take appropriate measures to provide a safe and well-supervised experience for all participants.

HEALTH PROCEDURES

Illness & Returning to School

- When a student returns to school following an illness, **a note from the parent/guardian is required.**
- Following an extended illness or communicable disease, documentation from a physician may be required stating the nature of the illness and confirming that the student is able to return to school.
- Requirements regarding exclusion from and return to school following a communicable or infectious disease will follow applicable Pennsylvania health regulations. Families should contact the school nurse with questions regarding specific illnesses or return-to-school requirements.

Medication

- Nursing services are provided through the Abington Heights School District, with nursing hours determined accordingly.
- If a student requires medication during the school day, all required medication forms must be completed by the parent/guardian and physician and submitted to the school nurse.

Students may not carry, store, or self-administer medication of any kind unless specifically authorized in accordance with school health procedures. Medication may not be kept in a student's desk, backpack, lunch bag, purse, or other personal belongings. This includes over the counter medications and remedies such as pain relievers and cough drops.

Illness During the School Day

- Students who become ill during the school day should report to the school nurse or school office.
- If a student needs to be dismissed due to illness, the **school nurse or school office will contact the parent/guardian.** Students should not independently contact a parent/guardian to arrange dismissal.
- A parent/guardian or authorized adult must report to the main office and follow school sign-out procedures before the student may leave school.

Student Health Records

All new students must submit required medical and health documentation in accordance with Pennsylvania School Code and school requirements. Enrollment requirements are not considered complete until all required health documentation has been received.

DIOCESAN POLICY

All policies contained in this handbook are intended to conform to the policies of the Diocese of Scranton. In the event of a conflict between this handbook and current Diocesan policy, Diocesan policy shall govern.

Our Lady of Peace Student/Parent Handbook Acknowledgment

Our Lady of Peace School, in accordance with the policies of the Diocese of Scranton Catholic School System, has established the rules, procedures, and expectations outlined in the 2026-2027 Our Lady of Peace School Student/Parent Handbook.

Please review the handbook with your child. By signing below, students and parents/guardians acknowledge that they have read, understand, and agree to follow the policies and expectations of Our Lady of Peace School.

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____