

Our Lady of Peace School

“Excellence with Character”



2025-2026
Student-Parent Handbook

Our Lady of Peace School

Student-Parent Handbook

“Excellence with Character”

2025-2026

Telephone: (570) 587-4152
Fax: (570) 586-5393

e-mail: info@olpclarkssummit.com
Website: www.olpclarkssummit.com

Faculty and Staff:

Office:

Principal: Mrs. Ann D'Arienzo
Business Admin.: Mrs. Becky Mozeleski
Clerical: Mrs. Mary Ellen Dougherty

Faculty:

Pre-K: Mrs. Tammy Lydon
Pre-K: Ms. Laura Mariotti
Pre-K: Mrs. Jeanine Queralt
K-1: Mrs. Mary Ellen Phillips
K-1 Aide: Mrs. Karina Mariotti
K-2: Miss 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

Junior High Religion: Mrs. Carole Orr

Resource/support: Mrs. Barbara Kopicki
Mrs. Debbie Puscavage

NEIU 19 Resource: Miss Jessica Terry

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

Director of Community Relations: Ms. Alyssa Owens

Nurse: Mrs. Christine Bohn

Maintenance: Mr. Drew Franko
Mr. Bob Jones
Ms. Phaedra Barnes
Mr. Thomas Mozeleski

Cafeteria: Mrs. Tracy Sweeney
Mrs. Kathleen Liples

Smart Money: Mrs. Kelly Schuler
olpsmartmoney@gmail.com

ACADEMIC POLICIES

INTRODUCTION

After education and formation in the Catholic faith, the most important aspect of school is academic studies. Nothing should be allowed to interfere with the student's right to, and desire for, a sound education. Co-curricular activities should always be considered secondary to successful achievement in scholastic requirements.

In addition to time spent in class, it is suggested that students spend an age appropriate amount of time at home in study and preparation for their assignments for the next day. Students are encouraged to ask a teacher outside of class to explain subject matter that was not understood in class. It is the desire of the teacher to help the students to avoid the possibility of failing.

CURRICULUM

Except for Christian Doctrine, the subjects in the curriculum at Our Lady of Peace School are determined by the requirements of the Pennsylvania State Department of Education. While law does not mandate the teaching of Religion, as Catholic educators we know that Religion provides the foundation upon which our entire curriculum is based. We strive to provide an education that develops the whole child. Therefore, Our Lady of Peace School teaches the following subjects: **religion, social studies, science, mathematics, language arts, music, art, physical education and technology.**

GRADING – REPORT CARDS

Students in grades 4-8 receive numerical grades in all core subject areas. The below scale is to be used as a reference point.

Grade Scale:

A	95-100
B+	90-94
B	85-89
C+	80-84
C	75-79
D	70-74
F	69 Below

Specials	O	Outstanding
	S	Satisfactory Performance
	I	Improvement Needed
	*	With Accommodations

Grades 1-3 receive letter grades.

HOMEWORK

In addition to scheduled class instruction, each student is expected to spend time with homework to achieve satisfactory work. Homework fosters habits of independent study and reinforces what has been taught.

If your child continually says that he/she does not have any homework, or that he/she completed it in school, it is suggested that you make further inquiries of the classroom teacher. Failure to complete homework assignments will necessarily affect a child's grades.

Parents can do much to aid their child's progress through the proper direction of homework. They should provide time, location and an atmosphere conducive to learning for their child. Parents are requested to encourage neatness and thoroughness in all work.

If your child is absent from school, please call the school office before 12:00 Noon to request books and homework for students. **No guarantee can be given for calls placed after 12:00 N. Students in grades 7-8 should check FACTS/SIS as well as contact their homework buddy for homework assignments.**

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, computers, and library.

Criteria:

- **Principal List:** All grades 95 or above in all major subjects; no I's; no negative comments or behavior issues
- **High Honors:** Overall average of 93 or higher; no grade below 88; no I's
- **Honors:** Overall average of 88 or higher; no grade below 83; one I permitted

If a student receives two I's in the subject area of music, physical education, art, technology, and library, he/she is not eligible for the honor roll. A mark of U will also result in a student being ineligible for the honor roll. Negative comments on the report card, may make the student ineligible for the honor roll.

PROGRESS REPORTS

Progress Reports are sent in the middle of each marking period to any student in Grades 4-8 whose average is below 73. It is a way of communicating to the student and parent the need for additional work on the part of the student. Parents are asked to sign and return the report to the homeroom teacher. Comments are encouraged. Students receiving progress reports are "academically ineligible" to participate in any extra-curricular activity (including sports or any team sponsored event or activity) in any capacity until that average improves to a 73 or better, but not less than one week. **When the average improves to a 73 or better, the student is to print the grade report from FACTS/SIS and submit it to the principal before being reinstated to his/her extra-curricular activity/activities.**

REPORT CARDS AND CONFERENCES

Report cards are issued four times during the school year. Parent conferences are held at the end of the first marking period. In grades 4 through 8 parent, student and teacher may be present for the conference at the end of the first marking period. In grades K-3, parent and teacher may meet. The final report card will be given to students on the last day of school.

The principal also is available for conferences that can be arranged by calling the school office.

Parents may not go into a classroom while school is in session without the permission from the principal.

ATTENDANCE

LENGTH OF SCHOOL DAY

School doors will open at 8:00 a.m. and the students will proceed directly to the gym to gather for prayers and morning exercises. Classes begin at 8:30 a.m. and end at 2:30 p.m. Homeroom teachers will escort students to homeroom, and staff will be monitoring the entrances and halls to ensure student safety as they travel to their homerooms in the morning and to their respective modes of transportation at dismissal.

The Pennsylvania statutes on education provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. The school is required to keep an accurate record of daily attendance, tardiness, and absence. A teacher or school personnel designated by the Principal will make all entries in the Attendance Record. In order to enforce the law it is reasonable for the school to establish policies and regulations governing school attendance.

The Diocese of Scranton believes regular attendance and participation along with the interaction between student and teacher and among students in class are vital and integral parts of the learning process. Attendance is seen as a means of serving these educational ends.

Frequent absence from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the student is not in school to take advantage of them.

Chronic absences limit accomplishments and reinforce a habit that will hinder the individual in future education or employment. Research indicates there is a close relationship between students' attendance and their academic and disciplinary performance.

ABSENCE

A. Attendance

Diocese of Scranton Catholic Schools enables students to reach for academic excellence. In order to accomplish this goal, regular student attendance is vital and an integral part of the learning process. **The State of Pennsylvania mandates 180 days of instruction for successful completion of grade level course requirements.** This is necessary in order for the school to advance or graduate a student to the next grade.

Although Pennsylvania statutes on Education provide compulsory attendance for all children between the ages of six and sixteen, the **Diocese of Scranton Catholic Schools mandate student attendance in Kindergarten through 8th Grade. The responsibility to comply with this mandatory Diocesan Student Attendance policy belongs to the parent(s).** Pennsylvania state law mandates that schools take and monitor attendance, tardies, and absences. Diocese of Scranton Catholic Schools are required to keep accurate records of daily attendance, tardiness, and absences.

A school day is defined as one where the student receives four or more hours of classroom instruction. **The PA Department of Education (PDE) defines chronic absenteeism to include any student who is absent for eighteen (18) days or more in a school year, regardless of cause.**

Once a student arrives on school property, he or she is NOT permitted to leave the grounds. Leaving school grounds once a student has arrived is considered a truancy and may result in disciplinary action.

Students who are absent from school may not participate in any athletic practice, contest, or other co-curricular, and extracurricular activities on that day. If an absence occurs on a Friday, the student may not participate in any school activities, including school sponsored events that occur over the weekend, until he/she returns to school on Monday.

• Excused Absences

In the Diocese of Scranton, it is necessary for Catholic school students to remain current in their studies. This can only be accomplished by students being present in class; therefore, removing students from school for vacations, etc. is contrary to school policy. However, situations may occur where a student is unable to attend school for reasons beyond the student's control. Examples of **Excused Absences** include, but are not limited to:

- . Illness
- . Medical/Doctor's appointment
- . Family emergency/death in family

Excused Absences must be reported to the school **in writing within 24 hours** of the absence; failure to do so may result in the student being given an **Unexcused Absence**.

For safety reasons, parents are asked to telephone the school office before 9:00 a.m. to report a student's absence. State law requires that students present to the homeroom teacher a written excuse, signed by a parent/guardian, on the day the students return to the school following an absence.

Parents who request that their child be excused from school for personal or other reasons should be aware that the student will be marked absent for that day or days and is responsible for missed work. The time period for completion of make-up work is equal to the number of days missed.

Students who are absent from school may not participate in any athletic practice, contest, or other co-curricular activities on that day. Students absent from school on a Friday may not participate in any athletic practice, contest, or other co-curricular activities until

The State of Pennsylvania mandates 180 days of instruction and the successful completion of course requirements are necessary in order to grant credit.

A maximum of **ten (10) Excused Absences**, verified by parental/guardian notification, will be allowed during any school year. For all absences beyond those 10 days, and any absences of **three (3) consecutive days or more**, a written excuse from a treating physician may be mandated for an absence to be considered excused. Physician excuses must include the date and time of the student's visit to their office. Parents/guardians of student(s) that have an existing, professionally diagnosed medical condition that has the potential to significantly impact a student's attendance shall contact the principal to make him/her aware of the condition and allow the school to offer academic support if necessary. Students are required to speak with their teachers to discuss making up work missed as a result of an **Excused Absence**.

If a written excuse is not provided within that time, the absence will be counted as **Unexcused**.

Students who are absent or "truant" from school for ten (10) consecutive school days may be dropped from the active student membership roll unless the absence is partly or completely excused.

- **Unexcused Absences**

An **Unexcused Absence** occurs when a student is absent from school without reason or without proper notification from the student's parent(s)/guardian. **Unexcused Absences** are a violation of school policy and pose a significant concern for the school and a safety risk for students. **Unexcused Absences** include, but are not limited to:

- Absences as a result of skipping school
- Missing school without school permission
- Vacations taken while school is in session
- Failing to report excused absences in a timely fashion

- **Truancy**

Diocese of Scranton Catholic Schools educate all students for success. Truancy is a major barrier to the achievement of that goal. Habitual truancy negatively impacts a child's school performance. A student is defined "truant" if he/she incurs three (3) or more school days of unexcused absences during a school year. A child is "habitually truant" if the child has incurred six (6) or more school days of **Unexcused Absences** during a school year.

Parents/guardians will be notified, in writing, within ten (10) school days after the child's third unexcused absence during a marking period. If the child incurs six (6) or more additional unexcused absences after this written notice, a **Student Attendance Improvement Meeting (SAIM)** will be scheduled with the student, parent/guardian, and principal. The outcome of the SAIM will be documented in a written School Attendance Improvement Contract signed by all parties. Further unexcused or unlawful absences will result in a progression through the truancy elimination program in a written School Attendance Improvement Contract signed by all parties. Further unexcused or unlawful absences will result in a progression through the truancy elimination program defined by Pennsylvania School Law, up to and including a referral to County Children and Youth, and the issuance of a citation to the parent/guardian. This may also result in a student expulsion from the school.

The Principal can stop this action if he/she determines that:

- Illness has been verified by a physician's excuse.
- Absence resulted from a death in the student's immediate family.
- Absence was caused by a verified medical emergency within the immediate family.
- An unusual circumstance exists.

- **Absentee Make-Up Work**

A student who is absent from class, is responsible for making up all work missed. This responsibility belongs to the student; **class work must be made up no later than FIVE school days after the student has returned to school.** The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due.

In cases of EXTENDED AND/OR CHRONIC illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the school office after the third day of the illness. In turn, the school office will contact the student's respective teacher(s).

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the School Office and the School District of residence. In such cases, each local school district will inform the parent/caregiver of their protocol. The tutor must provide the School with a written summary of work completed with the student as well as a written evaluation of the student's understanding of the material in such a way that the subject teacher will be able to grade the student.

- **Vacations**

It is the expectation that students and parents follow the school calendar. Students are to be present on all school days, even when there is a shortened or irregular schedule. Parents are discouraged from planning a vacation during the school year. Students who are taken out of school against this directive must notify the Principal and teachers and/or the School Office. These absences may be counted as **Unexcused Absences**. *Please refer to section 2 and 3 above regarding Unexcused*

Absences and Truancy.

Teachers have no responsibility in arranging and/or providing schoolwork for a student prior to a planned trip/vacation.

Upon the student's return, the student assumes full responsibility for the schoolwork missed. He/she must make arrangements with the teacher for making up work, quizzes, tests, labs, etc. at the teacher's convenience. Teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on a trip/vacation. Please note - distance learning/livestreaming is not provided for students who miss class due to a trip/vacation.

- **Late Arrival**

Students who are not present for the beginning of the school day and morning prayers will be marked tardy. **A student is tardy when he/she arrives after the school's published start time.** A note must explain tardiness for any reason other than bus delays from the parents/guardians. All students must report to the School Office upon late arrival to obtain a late slip for entry into the classroom. defined by Pennsylvania School Law, up to and including a referral to County Children and Youth, and the issuance of a citation to the parent/guardian. This may also result in a student expulsion from the school. The Principal can stop this action if he/she determines that:

- Illness has been verified by a physician's excuse.
- Absence resulted from a death in the student's immediate family.
- Absence was caused by a verified medical emergency within the immediate family.
- An unusual circumstance exists.

4. Absentee Make-Up Work

A student who is absent from class, is responsible for making up all work missed. This responsibility belongs to the student; **class work must be made up no later than FIVE school days after the student has returned to school.** The student is responsible to make arrangements with his/her teacher(s) to determine what work is to be completed and the exact date when the work is due.

In cases of EXTENDED AND/OR CHRONIC illnesses in which the student's absence will not exceed two weeks, parents are responsible for contacting the school office after the third day of the illness. In turn, the school office will contact the student's respective teacher(s).

In cases of prolonged illnesses that may involve hospitalization or a homebound condition, parents should contact the School Office and the School District of residence. In such cases, each local school district will inform the parent/caregiver of their protocol. The tutor must provide the School with a written summary of work completed with the student as well as a written evaluation of the student's understanding of the material in such a way that the subject teacher will be able to grade the student.

TARDINESS

Students enter through the front and back doors, according to the drop off schedule, from 8:00 a.m. until 8:25 a.m. Students who arrive after 8:25 a.m. are considered tardy and must report to the office with a parent/guardian. After being signed in by a parent/guardian, these students will be recorded as tardy and then report to their classroom.

- **Late Arrival**

Students who are not present for the beginning of the school day and morning prayers will be marked tardy. **A student is tardy when he/she arrives after the school's published start time.** A note must explain tardiness for any reason other than bus delays from the parents/guardians. All students must report to the School Office upon late arrival to obtain a late slip for entry into the classroom.

- **Unexcused Tardies**

Students who exceed 3 unexcused tardies during a marking period will be ineligible to participate in the next scheduled social, co-curricular, or extra-curricular activity, including athletics, and will receive a DETENTION.

Tardy - students who arrive after the school day has begun and is less than 2 hours late.

Half Day – students will be marked absent for a half day if they arrive at school more than 2 hours late, but less than 4 hours late.

Absent – students will be marked absent if they are not present in school or if they are not present from more than 4 and a half hours of the school day.

- **Absence Procedures**

If a student is ill and cannot come to school, the student's absence is to be reported to the School Office by phone by his/her parent/guardian. If a phone call is not received, the school may phone the student's home. If no answer is received when the call is made, further investigation will take place.

All students who have been absent from school must present a written excuse from their parent/guardian indicating the reason for absence. Upon their return to school, this note needs to be provided to the student's Homeroom teacher or the School Office. These notes will become part of the student's attendance record for the school year.

- **Early Dismissal**

Parents are asked to refrain from requesting their children be excused before the end of the school day for appointments, i.e., dental, medical, etc. A **WRITTEN REQUEST** for early dismissal should include the reason for the request and a telephone number where the parent/guardian can be reached during school hours as well as the name and phone number of the doctor, dentist, etc. When the student returns to school after the appointment, he/she should return with a medical excuse provided by the doctor's office.

For the protection of our students and families, no student will be allowed to leave school on the strength of a telephone call, no matter what the urgency. If a valid emergency exists, a member of the immediate family must come in person to the school office to request the student's early dismissal. Exceptions are granted only for very grave reasons. The Administration is able to make an exception to this rule.

An early dismissal is never a reason to miss a scheduled test/quiz or to not hand in work due during

FIELD TRIPS

Field trips are part of the educational program. A permission slip giving details of the trip will be sent home by the teacher and must be returned to the school signed by the parent/guardian on or before the deadline date. No student will be permitted to go on the field trip without the written parental/guardian consent contained in the permission slip. **Only the school's permission slip will be accepted as permission for any field trip. A class trip is limited to the class(es) taking the trip, the teacher(s) and the chaperone(s). There can be no exception to this rule. Use of electronic devices such as cell phones will be at the discretion of the teacher(s). Faculty members have cell phones that can be used in emergencies.**

It is the duty of the teacher and the principal to make the trip as safe as possible. For this reason, a student who does not obey school rules will not be permitted to go on the trip. Any student not participating in a field trip is required to report to school on the day of the trip. Grade placement on that day will be at the discretion of the principal.

BUS TRANSPORTATION

Free bus transportation is provided by Abington Heights School District, Lakeland, Lackawanna Trail, Tunkhannock, Scranton, Valley View, Mid-Valley, Riverside, Dunmore, Old Forge and other school districts under the following conditions:

1. Students must live within a ten (10) mile radius of the outer limits of the local school district
- OR
2. Students must live along a route which has been designated by Penn DOT as dangerous

DISMISSAL/EARLY DISMISSAL

Parents are asked to establish regular dismissal procedures with their children – walkers, bus or private car. If that regular procedure changes, the teacher and office must have a note with the signature of a parent or guardian noting the change. If you are requesting a change in the mode of transportation for your child after your child leaves for school, please phone the request into the office.

If it is necessary for a child to leave the building at any time other than the regular dismissal time, the following procedure should be followed. A note signed by a parent/guardian should be sent to the homeroom teacher, who will forward it to the office. When you arrive to pick up the child, you must sign your child out at the office. If your child should return to school on the same day, he/she must be signed in at the office by a parent/guardian.

When it becomes necessary to close school after the school day has begun, these procedures will be followed:

1. Announcements will be made on WNEP-TV and WBRE-TV.
2. Parents will be alerted via text message through FACTS SIS.

TRAFFIC

For the safety of our students, the playground is closed to traffic between 11:00 a.m. and 1:10 p.m. At other times, placement of cones may indicate restricted parking areas.

DROP-OFF PROCEDURES

- Doors open for a great day of learning at 8:00AM. A Before School Child Care program is available starting at 7:15AM.
- All students will proceed to gym where prayers will begin promptly at 8:15AM.
- Bus riders will be dropped off at the front of the building. Bus lanes in front of the school must be kept **open**.
- **Pre-K Falcons** (and their siblings) can be dropped off at the front entrance.
- **Kindergarten through 8th Grade Falcons** can be dropped off at the back entrance.
- When using the rear doors, three cars can pull up to the sidewalk. Students should exit the car on the right side and proceed up the steps to the rear door. When the students are safely on the sidewalk, the current cars may leave and the next three cars may pull up.
- Please use extreme caution when dropping off students. Approach and leave the drop-off area slowly and carefully.
- The back door will close promptly at 8:25am. At this time, students will arrive at the front office and will be tardy. A parent/guardian must come into the front office to sign late students in.

PICK-UP PROCEDURES

- End of the day prayers begin at 2:25PM immediately followed by dismissal.
- Buses are called individually. Teachers are on duty to assist students and ensure they get on the correct bus.
- Private Cars & Back Door Walkers will dismiss from their classrooms grade by grade then proceed out the back doors.
- Cars picking up should proceed down Seneca Street to the OLP back parking lot. Cars will form 3 lanes. All cars will wait until the children are safely in their vehicle, then all cars will be dismissed.

- For safety reasons, if a parent insists on picking up a student at St. Gregory's parking lot, that parent must meet the student at the bottom of the back steps and escort the student to his/her car.
- PreK are dismissed at their classroom's designated pickup door at 2PM. Both Kindergarten classes will dismiss from the back door by K-1 at 2:10PM. Siblings can be dismissed together.
- Lastly, Abington Road Walkers will be dismissed and escorted across Abington Road by an adult.

At the beginning of the school year, parents are requested to indicate if their child/ren will be riding the bus home, or, if driven home by car, who will be the person in charge of picking up the student. Any request for a change in the method of transportation, or any change in the person responsible for picking up the student, must be made in writing and given to the student's homeroom teacher.

***PARENTS IN CARS ARE ASKED TO EXERCISE EXTREME CAUTION AT DISMISSAL TIME.*
PLEASE DO NOT LEAVE THE IGNITION RUNNING IF YOU STEP OUT OF YOUR CAR.
THE SAFETY OF EACH STUDENT IS OUR TOP PRIORITY.**

CAFETERIA

LUNCH

Students may purchase the school lunch or bring a lunch from home. Lunches are ordered through FACTS/SIS. Lunch orders must be placed by 8AM the day of, or else the order will not go through.

PLAYGROUND

In the gym and on the playground, students are expected to observe the following rules. Infractions should be reported to the supervising adult.

1. Converse with each other in **moderate** tones.
2. Raise your hand if help is needed.
3. Remain seated until called to dispose of garbage.
4. Clean lunch area, and walk to the exit when directed
5. Stay in the assigned areas on the playground.
6. Refrain from wild running, pushing, shoving, fighting or mistreatment of another student (physical or verbal).
7. Show respect to others at all times.
8. Never use abusive, foul or vulgar language.
9. Keep the school property neat and clean.
10. Never re-enter the building during recess without permission.
11. Line up quietly and promptly when the bell rings.
12. Refrain from throwing of food, cans, or any object.
13. Dispose of garbage in an orderly manner-never thrown from a distance.

LUNCH VOLUNTEERS

Volunteers are always needed during lunch. A sign-up paper will be sent home the first week of school. A schedule will be sent home to those who volunteer. Cafeteria/Playground duty is from 11:10 a.m. to 1:10 p.m.

***All volunteers must have the PA Child Abuse Clearance, PA Criminal History, FBI Fingerprinting (if you have lived outside the state of PA within the past 10 years), and Virtus 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 enables the student to enter into a special relationship with the school community. This relationship extends beyond school walls and controls the conduct of the student, not only on school property and during school activities, but in all circumstances and places in which the relationship between the student and Our Lady of Peace School is evident. Examples include: traveling to and from school, attending sports events, dances, etc.

In general, students are expected to act in such a way that their behavior will reflect favorably on the individual student and on the school, will show consideration for other students, and will create a harmonious atmosphere.

BULLYING

Bullying has been described as a negative action where someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another. It is characterized by aggressiveness, a power imbalance and repetitiveness. Bullying can be physical bullying, verbal bullying, emotional bullying or sexual bullying.

Bullying of any kind will not be tolerated, and will be considered a punishable offense under the Conduct Code. A Conduct Referral will be issued to any student found guilty of bullying and parents will be notified.

All persons have a responsibility to reporting bullying.

Physical bullying – includes punching, kicking, shoving, etc.

Verbal bullying – includes teasing, gossiping, etc.

Emotional bullying – includes embarrassing, isolating, excluding from a group, etc.

Sexual bullying – includes harassment, verbal sexual remarks, etc.

CONDUCT CODE (grades 4-8)

***Disciplinary measures for students in the primary grades will be handled in an age appropriate, case by case basis.**

In addition to bullying, students are to be aware that the following are punishable offenses and will warrant issuance of a **Demerit slip, Detention slip or Conduct Referral report**, which must be signed and returned by the parent/guardian of the student:

- Disrespect of teachers or supervising adults
- defiance of teachers and other supervising adults
- uniform violation
- fighting, kicking, spitting
- possession of alcoholic beverages, narcotics, weapons
- leaving school grounds without permission, not only during a school sponsored activity but also during a school sponsored activity opened to OLP students only
- destroying or defacing of school property
- violation of "Electronic Devices" rule
- smoking/vaping on school premises at any time
- throwing of objects
- skipping classes or school
- chewing gum in the classroom or on school property
- failure to observe school rules
- use of inappropriate or foul language
- late to class
- repeated failure to do homework
- repeated failure to get tests, quizzes, etc., signed
- activity that would put another student's safety at risk

After receiving 3 demerits, a student has automatically earned 1 detention.

Actions contrary to the Disciplinary Code are to be reported directly and immediately to the Principal. After discussing the matter with the student(s), and depending upon the severity of the infraction, the Principal will decide on the punitive action to be taken (i.e., Detention, a Conduct Referral report or immediate parent conference and appropriate punishment). Punishments may involve in-school suspension or out of school suspension of up to three days.

Detention will be held on Friday mornings from 7:00-8:00 am in the homeroom of the supervising teacher. Students will be alerted to their assignment via a Detention slip indicating the infraction and date of detention. Slips must be signed by the parent and returned the following day. If a student fails to report to the assigned detention, an additional detention will be assigned. Three detentions will result in one Conduct referral.

Conduct Referrals are issued for the more serious offenses. Students earning a Conduct Referral will also be required to attend detention on the Friday following the referral. After two Conduct Referrals, an Academic/Behavioral Contract will be instituted. Failure to adhere to the terms of the contract will result in forfeiture of the privilege to participate in all extra-curricular activities, sports, field trips, and Mission Day activities. Students may be required to appear before a Discipline Review Board with the possibility of expulsion depending on the severity of the offense.

DRESS CODE

Students are expected to be in complete uniform each day. If an emergency arises and a student must report without his/her regular uniform, parents are asked to write a note of explanation to the teacher. The note is forwarded to the office so that the child may be officially excused.

Pre-K Students

- Pre-K students may wear the school gym uniform.
- White t-shirt/golf shirt with the OLP insignia, navy mesh shorts
- Navy/gray sweatshirt, navy sweatpants
- Sneakers (slip on or Velcro)

Grades K-4

- **Summer uniform** : White golf shirt with OLP insignia, khaki walking shorts/skorts/pants, belt, OLP sweatshirt, socks above the ankle, shoes. Sneakers will only be permitted on gym day.
- Gym uniforms or OLP Spirit Wear on designate gym day
- **Winter Uniform: October 1st through March 31st.**
 - Girls: Plaid Jumper, White blouse, anklet/knee socks/tights, shoes, navy/khaki pants, OLP Quarter zip or long sleeve sweater with OLP insignia
 - Boys: White dress shirt, School tie, navy/khaki pants, socks, shoes, belt, OLP quarter zip or long sleeve sweater with OLP insignia
 - Sweatshirts will only be permitted on gym day.

Grades 5-8

- **Summer uniform:** Navy blue golf shirt with OLP insignia, khaki walking shorts/pants/uniform skirt, belt, socks above the ankle, shoes. ¼ zip sweater with OLP insignia. Sneakers and sweatshirts will only be permitted on gym days.
- Gym uniforms or OLP Spirit Wear on designated gym day
- **Winter Uniform: October 1st through March 31st.**
 - Girls: plaid uniform skirt (**No shorter than 3" above the knee**), white blouse, navy sweater vest with OLP insignia, OLP quarter zip, long sleeve sweater with OLP insignia, knee socks, shoes
 - Boys: White dress shirt, school tie, navy/khaki pants, socks, shoes, belt, OLP quarter zip or long sleeve sweater with OLP insignia
 - ** Boys grades 7-8: tie of choice, navy sport coat, khaki pants
 - Sweatshirts will only be permitted on gym day.
- Hair – (boys) appropriately styled and neatly trimmed – never overly long or bushy covering the entire head. Hair should not fall below the collar, earlobes or eyebrows; facial hair is not permitted
- (girls/boys) No fad styles are permitted (i.e., bleaching, spiked hair, streaks, etc.,)

Physical Education Uniform

All students must wear the OLP gym uniform, or **any OLP spirit wear** on gym day. This uniform includes a white t-shirt with the OLP emblem (either short sleeve or long sleeve), navy OLP sweat pants, navy OLP shorts (may be worn from September 1-November 1 and March 1 through the end of the school year.) A grey OLP gym sweatshirt is optional.

OLP gym uniforms for grades 3-8 are available for purchase at the school. Uniforms for grades Pre-K-2 may either be purchased at Flynn and O'Hara or at the school.

Dress Up/Down Days

Dress up/Down days are an occasional privilege. Like all privileges, their beneficial effects can be forfeited because of the irresponsibility of a few. Dress up/Down days are time to show school spirit, wear the school colors, dress up or just enjoy a change of pace. Clothes worn on Dress up/Down days must be modest in all circumstances. **Explicitly excluded as suitable wear on any Dress up/Down days are short shorts, tank tops, Both girls and boys must wear shoes and socks. No student will be permitted to wear open-toed/backless (NO CLOGS or flip-flops) sandals. Violators will be sent home to change.**

NOTE: The Administration reserves the right to determine what is appropriate for the Dress Code.

PERSONAL ELECTRONIC DEVICES

Smart watches, electronic video games (or other such devices) are not permitted to be used inside the school building. Students are permitted to bring a cell phone to school. **All phones and Smart watches must be POWERED OFF before entering the school and handed in to the student's homeroom bin in the gym. Phones will be returned at the end of each day. Anyone found in violation of this policy will have his/her device confiscated and parent will need to retrieve from school office. The student will also receive a conduct referral and a detention.**

VIDEOS

Videos available for student presentation must have a correlation with the curriculum lesson being taught. Throughout the year videos are available for presentation during a classroom party. **All videos must have a G rating. Any deviation must be approved by the Principal.**

EXTRA-CURRICULAR ACTIVITIES

FORENSICS

Forensics competition is available to students in the 5th and 6th grades on a junior varsity level and to students in the 7th and 8th grades on a varsity level. Competition is among Catholic schools on a regional and diocesan level.

The focus of Forensics is not only the preparation of interscholastic competition, but also learning the practice of speaking skills in and for a variety of occasions, in addition to the development of poise and personal confidence.

STUDENT COUNCIL

Our Lady of Peace School is a member of the Association of Catholic Student Councils and is committed to providing a quality program of leadership development, and to involving students in the planning and presentation of its programs.

Membership in the Student Council encourages students to set goals and work constructively towards achieving them and to build self-esteem and self-confidence. Officers and class representatives are chosen by the student body.

Students who have been elected to Student Council are leaders among their peers. **If a member of Student Council receives 2 detentions, they will be placed on "disciplinary probation". A third detention or 1 Conduct Referral will result in the student's dismissal from Student Council.**

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship.

Membership in the National Junior Honor Society is both an honor and a responsibility. Students and/or parents do not initiate the process for membership, nor should they consider it a right. Students must excel in all five areas; therefore, students are nominated after meeting not only the academic/scholarship criteria below, but also the criteria for leadership, service, character and citizenship.

The selection process is as follows:

1. Students are nominated for NJHS membership by faculty member(s) designated by the school administration.
2. The student must be in the 7th or 8th grade at the time of nomination.
3. Students nominated must have earned a cumulative scholastic average of 93% or higher for the first three marking periods of 7th grade to be inducted in the Spring of 7th grade. To be inducted in the Spring of 8th grade, students nominated must have earned a cumulative scholastic average of 93% or higher utilizing the four quarters of 7th grade and the first three quarters of 8th grade.
4. Students are not nominated on academic achievement alone, but must also display qualities of character, service, leadership and citizenship.
5. To **maintain** membership in the NJHS, students must maintain a cumulative scholastic average of 90%, to be calculated each marking period thereafter and maintain a minimum of 20 hours of service.
6. One "probationary marking period" will be granted to those falling below the required cumulative scholastic average prior to dismissal from the organization.
7. Any member of the NJHS who is found cheating, will be automatically dismissed from the NJHS, without exception, as this puts an individual's character as well as his/her academic ability in question.
8. Because "character" is an integral component of the NJHS, students will be placed on "disciplinary probation" if they earn two detentions. A third detention, or one conduct referral, will result in dismissal from the NJHS.

A. Character

The student with character:

- Cooperates by complying with school rules and regulations.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Takes criticism willingly and accepts recommendations graciously.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others and their property
- Avoids cheating in any form
- Observes instructions and rules, punctuality, responsibility, and faithfulness both inside and outside the school
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- No excessive absenteeism and/or tardiness

B. Service

The student who serves:

- Completes a minimum of 20 hours of school/church/community service each year
- Participates in some out of school activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged; family duties
- Is willing to uphold scholarship and maintain a loyal school attitude

- Is gladly available and willing to sacrifice to offer assistance
- Cheerfully and enthusiastically renders service to the school
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Shows courtesy by assisting visitors, teachers, and students
- Displays school spirit
- Is willing to represent the class or school in inter-class and inter-scholastic competition

C. Leadership

The student who exercises leadership:

- Demonstrates leadership in promoting and participating in school activities
- Is actively involved in at least one of the following OLP groups or sports:
 - Choir
 - Band
 - Forensics
 - Student Council
 - Basketball
 - Cheerleading
 - Cross Country
 - PJAS (Must present project at competition.)
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates reliability and responsibility
- Demonstrates academic initiatives
- Successfully holds school offices

D. Citizenship

The student who demonstrates citizenship:

- Participates in community organizations
- Participates in school clubs
- Displays a high regard for freedom, justice, and respect for fellow human beings.
- Understands the importance of civic involvement

PENNSYLVANIA JUNIOR ACADEMY OF SCIENCE

The Pennsylvania Junior Academy of Science is a statewide organization of junior and senior high school students designed to stimulate and promote interest among its members through the development of research projects and investigations.

Student participants in this program are encouraged to conduct scientific investigations, prepare a written report and give an oral presentation at regional meetings on their findings.

OLP school is a member of PJAS. Students in grades 7 and 8 are encouraged to investigate and participate in this organization. The goals of OLP's PJAS are to promote greater participation in science, to improve quality of achievement and to develop an understanding and appreciation of the scientific community. After-school meetings will include demonstrations and timely discussions, along with preparations for those participating in the Spring Regional Meeting. The Spring Regional Meeting is held usually on the second Saturday in March at King's College or Wilkes College, in Wilkes-Barre. Students who receive a "First Award" at this meeting are invited to present their work at the State Competition held at Penn State University in May.

SPORTS

The sports program at Our Lady of Peace School is part of its extra-curricular program. Its goal is to promote values of good sportsmanship, cooperation, and fair competition. For this reason, membership is not determined by talent, but rather by a willingness to work for the good of the team. A copy of the Rules and Regulations will be given to each student participant and parent to be signed. These Rules and Regulations will govern the sports program.

An annual \$100.00 per family fee is required for participation in the sports program. The fee entitles a family to receive a copy of the Sports Book. This fee is waived if a family wishes to purchase an ad in the Sport Book. **The Athletic fee must be paid before uniforms can be assigned to any student.**

Any student receiving a Progress Report indicating a grade lower than 73 in any major subject will be suspended from competitive play, **practice, and any team sponsored event or activity** until that grade is brought up to a 73 or better, but not less than one week. **When the average improves to a 73 or better, the student is to print the grade report from RenWeb and submit it to the principal before being reinstated to his/her extra-curricular activity/activities.**

Any student who receives a grade lower than 73 in any major subject on his/her report card, will be suspended from **competitive play, practice, and any team sponsored event or activity** until that grade is brought up to a 73 or better, but not less than one week. **When the average improves to a 73 or better, the student is to print the grade report from RenWeb and submit it to the principal before being reinstated to his/her extra-curricular activity/activities.**

Any student who receives a Conduct Referral for violation of the Disciplinary Code will be suspended from competitive play and practice until that conduct improves to satisfactory, but not less than one week.

The principal, after consulting with the student's teacher(s) will determine a student's eligibility or ineligibility relative to the Progress Report, Report Card and/or Conduct Code. His/her decision will be based on the student's academic performance relative to his/her ability, conduct, absenteeism, or any other action that may impact on a student's attainment of set academic goals.

The principal's determination will be communicated to the parent of the student, Athletic Director and coach. The principal will determine when to reverse such a decision.

Any student who is absent from school on a day of a game or practice cannot participate in that game, practice, or team sponsored event or activity for that day.

HEALTH PROCEDURES – MEDICATION

When a child returns to school after an illness, he/she is required to bring a note from his/her parents/guardian. Following a lengthy or communicable disease, a note from a doctor must be presented stating the nature of the illness and certifying that the child is able to return to school.

Nursing services are provided by Abington Heights School District and hours are determined accordingly. If a parent wishes the nurse to give a child medication during the school day, appropriate forms must be obtained from the school nurse and completed by the child's parent and physician. **At no time may a student keep medication of any kind – even aspirin or cough drops – on his/her person, or in his/her desk, backpack, lunch bag/box, purse, etc.**

Before a child is dismissed during the school day because of illness, a parent will be notified by the school nurse or secretary, not by the child. The parent is required to report to the main office to sign the child out.

According to the Pennsylvania School Code, all new students must complete the medical forms upon registration. Registration is not complete until all medical forms have been received by the nurse.

Infectious Diseases – Exclusion and re-admission policies regarding children suspected of or diagnosed as having communicable or infectious diseases, are regulated by the Pennsylvania Board of Health. The terms of exclusion for such diseases are available by contacting the school nurse. In all cases, re-admission to school is by certificate of the attending physician

Disclaimer: All matters contained herein are intended to conform to Diocesan School Policy as outlined in the ELEMENTARY SCHOOL STUDENT-PARENT HANDBOOK. Any policies found to be in conflict shall be interpreted as in accord with Diocesan Policy.

Our Lady of Peace Handbook Student/Parent Signature Page

Please read the Our Lady of Peace Student/Parent Handbook and print and sign this page in acknowledging you have read it

Our Lady of Peace School in conjunction with Diocese of Scranton Catholic School System, has developed rules, regulations, procedures, and policies stated in the

2025-2026 Our Lady of Peace School Student/Parent Handbook

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____