Our Lady of Guadalupe School…
The Future Begins Here!

MISSION STATEMENT

Our Lady of Guadalupe School, a Claretian institution, recognizes and accepts our missionary responsibility to form intellectually competent, spiritually vibrant, socially just and culturally sensitive global citizens through holistic Claretine education to advance a civilization of life and harmony.

VISION STATEMENT

Our Lady of Guadalupe School, a Claretian institution, is centered on Gospel Values that compel each person within the community to live a Disciple of Christ. We follow the example of St. Anthony Mary Claret by spreading God's love. Furthermore, our vision is to promote educational excellence, leadership and service, based on the Gospel in an environment characterized by respect for the individual and concern for the community, so as to affect holistic transformation in each student.

PHILOSOPHY

Our Lady of Guadalupe School recognizes parents as the primary educators of children. We strive to assist parents by our dedication to the education of the total person. We provide opportunities for all students to take advantage of the programs and counseling which will prepare them for higher education. Our Lady of Guadalupe School recognizes and respects the bilingual and multicultural heritage of all families.

Goal: To provide for the integral education of each student by:

- Offering religious education for students, families, and the entire faith community
- Respecting and celebrating the multicultural heritage of the school members
- Promoting family unity in the development of faith, literacy, and matters of justice.

Goal: To create an atmosphere of Catholic faith by:

- Providing instruction in the Catholic faith
- Providing opportunities for students to participate in the preparation of liturgy
- Promoting an environment in which all persons are treated with respect.
- Providing sacramental preparation and reception when age appropriate

Goal: To provide a high –quality academic education by:

- Challenging students to become independent and responsible learners
- Teaching and modeling organizational skills
- Providing education experiences that actively engage students in the process of learning.
- Providing educational opportunities for basic skill development in technology

Goal: To promote care of the earth by:

- Helping students to become aware of the complexity of the interdependence of all created life
- Encouraging respect for all persons and for all of creation.
- Providing education in conflict resolution
- Providing opportunities for esthetic experiences and appreciation of the arts.

NOTIFICATION LETTER TO ASBESTOS CONTENT AND MANAGEMENT PLAN FOR YOUR SCHOOL

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

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We too, have buildings that contain asbestos materials. The primary concern arises with these materials begin to deteriorate of become damaged.
The inspection of your school building is complete and some asbestos containing materials were identified in your building. the materials are distributed in various locations and include floor tiles, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your Inspection Report and Management Plan have been completed and submitted to the Governor's office. It outlines in detail the methods we will used to maintain the materials in a safe manner. You have had, or are in the process of having your propel properly trained to successfully administer this program.

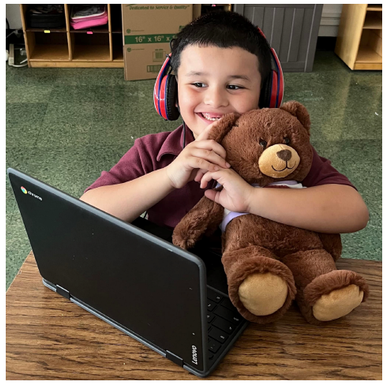
A copy of the inspection report and the management plan is on file at the Administration Office, 155 E. Superior Street, Chicago, IL and at your local school office for your review if you so desire.

ADMISSION POLICY

I. OUR LADY OF GUADALUPE CATHOLIC SCHOOL OPERATES UNDER THE AUSPICES OF THE CATHOLIC BISHOP OF CHICAGO, A CORPORATE SOLE, IN THE ARCHDIOCESE OF CHICAGO. POLICIES AND PROCEDURES ARE CREATED IN ACCORDANCE WITH ARCHDIOCESAN PROTOCOL.
ARCHDIOCESAN SCHOOLS ADMIT STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS IN THESE SCHOOLS. ARCHDIOCESAN SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE COLOR, OR NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF EDUCATIONAL POLICIES, LOAN PROGRAMS, ATHLETIC OR OTHER SCHOOL-ADMINISTERED PROGRAMS.

In accordance with Plyler v.Doe, 457 U.S. 202,102S.Ct.2382(1982), Immigrants and undocumented immigrants are welcome to receive an education at Our Lady of Guadalupe School.

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.



We are OLG!

RIGHT TO REVISE

The school administration of ***OUR LADY OF GUADALUPE SCHOOL*** *reserves the right to revise the preceding policies and rules at any time during the school year.*

II. PREFERENCES

OUR LADY OF GUADALUPE SCHOOL admits students according to the following order of priority:

1. Younger brothers and sisters of currently enrolled students.
2. Children of registered parishioners.
3. Catholic children of non-parishioners.
4. Children of the South Chicago, East Side neighborhoods.

III. PROBATIONARY FIRST YEAR

To ensure the child's positive adjustment into school and to determine if **OUR LADY OF GUADALUPE SCHOOL** can meet the unique needs of the child, admission is probationary throughout the first year.

HEALTH POLICY

Physical, eye exam, dental examinations and immunizations are required by the Illinois Department of Public Health upon entrance to Pre-K, Kindergarten, 2nd grade, 6th grade, and for all new students in the school. Reports of examinations with Immunization dates, TB, eye examination, dental examination and lead screening are to be returned to school no later than **September 30th**. State law requires that after **October 1st** children without required examination and Immunizations be excluded from class.

INSURANCE

All families will be offered a school time insurance policy at the beginning of the year. Parents may decline the school time insurance policy by signing a waiver.

Students participating in any athletic activity are required to show proof of health / accident insurance. If a parent does not want the accident insurance coverage, the student may participate in athletics only if a letter signed by the parent is on file with the name of the insurance carrier, the policy number and a statement that the parent has adequate insurance coverage.

AGE REQUIREMENT

Illinois law requires a child entering Pre-School to be three years of age **BEFORE September 1st** of the current year. A birth and baptismal certificate must be presented at the time of registration.

ACADEMIC REQUIREMENTS

Students desiring entrance to our school are not accepted on the basis of academic achievement or natural intelligence. **All students are expected to do quality work**. The student and teacher are required to agree on the norms of quality work. Occasionally a student is found to have special needs which cannot be met in our educational program. The parents of that child will be requested to have the child tested in order to determine if there is a more productive environment available for the child.

We are OLG!

REGISTRATION OF NEW FAMILIES

This involves the following steps:

1. Complete the application form. Application forms are available in the school Office.
2. Submit original birth certificate for each student **(a copy will be made and original returned).**
3. A baptismal certificate for each student (necessary for **Catholic Sacraments).**
4. Students entering grades 1st through 8th, must present a transfer from their previous school.

Parents, along with their children entering grade 2 through 8 will be interviewed by the principal prior to being admitted to **Our Lady of Guadalupe School**.

SCHOOL DAY

Monday through Friday - All students must be in their seats at 8 a.m.
Each day dismissal will be at 2:50 p.m. (12:50 on early dismissal days)

ABSENTEE

If a student is to be absent from school, parents are required to telephone the school by **8:30 A.M.** to state the reason for this absence.
Students absent accumulative of 10 days a parent conference is required (Unexcused absences).
Students absent accumulative of 14 days maybe subject to retention (Unexcused absences).
Accumulative tardy and early dismissals add to days absent.
25 Unexcused absences reported to State of Illinois.
If a child is absent for three or more days, a doctors note is required for admittance.

Our Lady of Guadalupe School Office …….. 773-768-0999
Office hours 7:00 A.M. - 3:00 P.M. Monday - Friday

TARDINESS

--> **All students may arrive between 7:00 -7:55 a.m.** and report to the main entrance.
--> **Class starts at 8 a.m. Any child arriving after 8:00 a.m.** will have to be accompanied to the main entrance door with the child's parent/guardian to complete a Reason for Tardiness Form. Tardiness records along with unexcused absences must be reported to the State of Illinois. On days of bad weather (extreme rain or snow), we will allow for extra time at drop-off for safety. Please make sure your child is on time for class. It causes a disruption to the class when a child arrives late as well as causes great stress on the child.

LATE ARRIVALS

Any child arriving after 8:00 a.m. will have to be accompanied to the main entrance door with the child's parent/guardian to complete a Reason for Tardiness Form.

EARLY DISMISSAL

If it is necessary for a student to be dismissed early from school, the parents must send a note to school, and give it to the teacher in the morning providing an explanation for the early dismissal.
All early dismissals will only be from the school office.
No student will be released for early dismissal after 2:15 p.m. After 2:15 p.m. dismissal is done via PikMyKid (app.)

No student will be dismissed early from lunchroom.

No student will be permitted to leave the school building early without a parent or guardian. Parents are required to "sign" the student out of school in the main office.

SHOES

All students must wear solid black, leather shoes or solid black or white gym shoes. Shoes must be laced and worn properly at all times. Boots, sandals, work shoes, open-toed shoes, slides, moccasins, ballerina slippers, and platform shoes are not allowed. Any shoe that comes up to or above the ankle is considered a boot and is not allowed.

In the case of injury to ankle, toe or foot, where a student is unable to wear regular shoes, a doctor's note is required before a student will be given permission to wear alternate footwear.

BELTS

All pants/slacks must be worn at the waist with a belt girls and boys. The belt must be solid black leather with a standard buckle. Buckles that are over-size, have pictures, sharp edges or corners or studs are unacceptable.

NO UNIFORM

Any child without a uniform is to have a note from his/her parents explaining the reason why the student(s) are not in uniform. Students without a note will receive a demerit. **All Pre-k students need to wear a gym uniform.**

Bracelets, necklaces, earrings or articles of clothing with any logo, drawing, letters or symbols etc. **will not be permitted.**

ALL STUDENT ARE TO ARRIVE AND LEAVE SCHOOL IN THEIR SCHOOL UNIFORM

. OUR LADY OF GUADALUPE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ATRICLES OF JEWELRY OR CLOTHING.

VISITORS TO SCHOOL

All visitors to the school, including parents of students in attendance, are required to check in at the school office for a **VISITORS PASS**. Then, if a visit to the classroom is requested, either the principal or office staff will call Teacher or escort the visitor.

Parents are welcome to meet with teachers before or after classes, but not during the school day, when instructional time would be interrupted.

Appointments should be made in advance so that teachers are available.

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack.

Additionally, schools must report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the proceeding school year.

Girls and Boys from K to 8th grade

- Girls and boys solid burgundy polo shirt with collar, three (3) buttons and short sleeves with school logo, no other logos permitted, and tucked in all times.

- Black twill uniform walking shorts with black leather belt. **(No denim shorts or stretch material shorts)**

- Solid above ankle white or black socks. **(NO BELOW THE ANKLE SOCKS WILL BE PERMITTED)**
- Solid color black gym shoes with matching shoe laces. (**NO DESIGNS OR LOGOS PERMITTED)**

Pre-K GIRLS and BOYS Uniform

Pre-K students uniform will be the school gym uniform, which can only be purchased from the school. Solid white or black gym shoes.

ALL UNIFORMS CAN BE PURCHASED THROUGH THE SCHOOL UNIFORM STORE

ALL SCHOOL SWEATERS, VESTS AND BURGUNDY POLOS WITH SCHOOL LOGO CAN ONLY BE PURCHASED AT SCHOOL. UNIFORM PANTS, SHORTS, SKIRTS AND JUMPERS CAN ALSO BE PURCHASED AT THE SCHOOL.

DISMISSAL PROCEDURES

WALKER: WALK - UP / WALK HOME

Parents who want their student (s) to walk home must provide the school with a note giving their child permission to walk home alone.
Student will be dismissed at **2:50 p.m.**

STUDENT PICKUP

We utilize an app called PikMyKid (PikMyKid.com) for students pick-up. Parents will be with a tag/sign with a unique number for their child. A car line forms in the alley way of the school for "car" pick - up. Walk-ups may report to the school's main entrance. A staff member wearing a bright yellow vest will assist you. Will be sending home more information on PikMykid. For further assistance please call the school office.

AFTER - SCHOOL PROGRAM

The school day ends at **2:50 p.m**. On 12:50 p.m. dismissal days, after - care ends at 3:30 p.m.
The parents of any student who is in the school building on/after **3:00 p.m**. will be charged :
Effective 2022 ⇒ **$8.00 per day** until **5:00 p.m**. **per child**

⇒ **$25.00 per quarter hour per child after 5:00 p.m. (only 1 time allowed)**

Fees should be paid on a weekly basis. Failure to pay for the previous week will result in non participation of After Care.

Students are encourage to complete homework while in After - Care

In the event a student is involved in an extra-curricular activity, and student is not picked up at the end of that activity. The after school fee will begin when the child is released to the AFTER SCHOOL PROGRAM (Mayan Room).
All students who are supervised in the AFTER SCHOOL PROGRAM (Mayan Room) will be charged the standard flat fee regardless of whether a sibling is involved in an extra curricular activity.

BEFORE - SCHOOL AND FREE BREAKFAST PROGRAM

--> **All students may arrive at 7:00 a.m.** and report to the main entrance. Our Free Breakfast is offered until 7:45 a.m. in the Gym.
--> Class starts at 8:00 a.m. Any child arriving after 8:00 a.m. will have to be accompanied to the main entrance door with the child's parent/guardian to complete a Reason for Tardiness Form. Tardiness records along with unexcused absences must be reported to the State of Illinois. On days of bad weather (extreme rain or snow), we will allow for extra time at drop-off for safety. Please make sure your child is on time for class. It causes a disruption to the class when a child arrives late as well as causes great stress on the child. -->
Teachers will be in their classroom starting at 7:45 a.m. to welcome their students.

OUR LADY of GUADALUPE SCHOOL

Faith • Excellence • Pride

BOY'S ALL YEAR UNIFORM

BOYS IN K TO 8TH GRADE:

Burgundy polo with three (3) buttons and collar with school logo, (No other logo permitted) and tucked in at all times.

Black twill uniform slacks (No denim pants or cargo pants)

Black leather belt

Burgundy uniform pullover sweater or sweater vest with school logo (No other sweater will be allowed).

No Hoodies or Sweatshirts allowed with or without the school logo.

Student athletes my wear, spirit wear on the day of the game or the day before a weekend game.

No sweat shirt under or over shirt

No layered look

Solid color above ankle socks. (NO BELOW THE ANKLE SOCKS WILL BE PERMMITTED)

Black leather dress shoes or solid Black gym shoes

BOYS AND GIRLS GYM UNIFORMS

PURCHASE GYM UNIFORMS AT SCHOOL DURING AUGUST AND SEPTEMBER.

Gym shoes are to be worn for Physical Education ONLY.
Physical Education uniforms are solid gray with school logo, shorts, sweat pants, T- shirt and sweatshirt, solid white or solid black gym shoes.

All students must be in complete Gym Uniform in order to participate in Physical Education Class.

Boys:

MAKE-UP:

- No make-up of any kind.

NAILS:

- No nail polish on nails
- No fake nails or nail tips

EARRING PIERCING:

- No earrings
- No visible body piercing

TATTOOS:

- No visible Tattoos (Permanent Ink , Henna, Rub on Tattoo, etc.)
- **No drawing or writing on any visible part of student's skin.**

HAIR:

*No hair dye, highlights, or henna.
*No lines or designs shaved into scalp.
*Hair should be kept out of a student's field of vision, as not to interfere with the student's vision for safety purposes.

Students who come to school with such hair coloring will be asked to correct the problem immediately and/or an arrangement may be made by parent/teacher/principal.
Note: As per Illinois State Law: our uniform/dress code policy shall not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Students who come to school with inappropriate hair styles and/or coloring will be asked to correct the problem immediately or an arrangement made by parent and principal.

Our Lady of Guadalupe School Athletic Policy

Philosophy—Our Lady of Guadalupe Catholic School is concerned with the development of the whole person. This includes religious, moral, social, academic, and physical development of every student-athlete. We believe that participation in athletics is an important component to a well-rounded educational experience. Through participation in the Our Lady of Guadalupe School athletic program students will develop ethical and moral standards, life-long skills, and positive values. These values include leadership, healthy living habits, self-discipline, integrity, teamwork, and respect for the rules and regulations and the ability to participate with dignity and grace. Our Lady of Guadalupe School strives to follow the letter and spirit of athletics policies as articulated in the Archdiocese of Chicago, Office of Catholic Schools Athletics Handbook

Mission—Our Lady of Guadalupe School's athletic program provides a sports environment that serves as an extension of the school's academic, physical education and religious programming. All participants will learn the fundamentals of each sport and be given the opportunity to cultivate strong, healthy and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play, and team spirit, as well as facilitate and enhance the moral and ethical development of all those involved.

Goals— The Athletic program at Our Lady of Guadalupe School seeks to instill the following virtues in its student-athletes.

- ☐ Sportsmanship
- ☐ Teamwork
- ☐ Spirit
- ☐ Discipline
- ☐ Fitness
- ☐ Enjoyment
- ☐ Self-confidence
- ☐ Graciousness
- ☐ Dignity
- ☐ Gospel values

Student-athlete Responsibilities –The following standards must be met by student-athletes in order to fully participate in athletic programs:

1. All forms and permission slips must be turned in to the school.
2. All fees must be paid to the office.
3. He or she exhibits academic progress as determined by the classroom teacher(s).
4. He or she displays proper conduct as determined by the classroom teacher(s).
5. He or she must attend school on the day of a game or practice in order to participate.

BULLYING PREVENTION

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communication made in writing or electronically,
- Occurring on campus or off campus during non-school time,
- Directed toward another student or students, that has or can be reasonably predicted to

  ⇒ Place the student or students in an unreasonable fear of harm to the student or student's person or property
  ⇒ Cause a substantially detrimental effect on the student or student's physical or mental health;
  ⇒ Interfere substantially with the student or student's academic performance;
  ⇒ Interfere substantially with student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet.
- **Emotiona**l which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities
- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

GIRLS IN 6TH TO 8TH GRADE:

Gray and burgundy plaid skirt **(must be knee length**) or black twill uniform pants with belt. **(Jeggings, straight/skinny leg pants, stretch or jean material pants, will not be permitted as a uniform pant). Plain black (non-pattern) leggings may be worn on beneath skirts or jumpers.**

- Solid burgundy 3 button polo shirt with collar with **school logo** , and **no other logos permitted, and tucked in at all times.**

- Burgundy uniform sweater or sweater vest with **school logo (No other sweater will be allowed).**
  - **No Hoodies or Sweatshirts allowed with or without the school logo.**

- Black leather dress shoes or solid Black gym shoes **(NO slipper style shoes or ballerina style shoes)**
- Solid color above ankle white, burgundy, black or gray socks.

(NO BELOW THE ANKLE SOCKS WILL BE PERMITTED) **NO BOOTS MAY BE WORN DURING THE SCHOOL DAY**.

GIRL'S ALL YEAR UNIFORM

GIRLS FROM K TO 5TH GRADE:

- Gray and burgundy plaid jumper **(must be knee length**) or black twill uniform pants with belt. **(Jeggings, straight/skinny leg pants, stretch or jean material pants, will not be permitted as a uniform pant). Plain black (non-pattern) leggings may be worn beneath skirts or jumpers.**

- White button down blouse or solid burgundy 3 button polo shirt with collar and **school logo**, and **no other logos.**

Undergarments of the same color as blouse, not other color will be permitted.

- Burgundy uniform sweater or sweater vest with **school logo (No other sweater will be allowed).**
  - **No Hoodies or Sweatshirts allowed with or without the school logo.**
  - **Student athletes my wear, spirit wear on the day of the game or the day before a weekend game.**

- Black leather dress shoes or solid Black gym shoes **(NO slipper style shoes or ballerina style shoes)**
- Solid color above ankle white, burgundy, black or gray socks.

(NO BELOW THE ANKLE SOCKS WILL BE PERMITTED)

- **NO BOOTS MAY BE WORN DURING THE SCHOOL DAY**.

(If a jumper is not conducive to a girl's body-type, a blouse/skirt may be worn.)

Probation, Suspension, or Expulsion from the Athletic program

The following list of offenses can have a student-athlete placed on probation, suspended, or expelled from the athletic program at Our Lady of Guadalupe School.

1. Failure on the part of the student-athlete to adhere to the standards and responsibilities.
2. Using inappropriate language, as deemed by the coach, officials, or school administration.
3. Physical or emotional abuse of teammates, opposing players, coaches, spectators, or officials.
4. Destruction of school facilities and equipment.
5. Disrespect toward any coach or official in games or practices
6. A lack of academic performance, effort, and/or positive behavior in the classroom.

***Probation* –** Probation will be applied when a determination is made by either coaches, faculty, or administration that a student has violated the standards of responsibilities previously mentioned. The probationary period shall be maintained for one full week, after which a reassessment will be made. It will be the responsibility of the student-athlete to coordinate with the faculty coaches, and administration to be released from probation. Student-athletes on probation may participate in practices but not games or tournaments.

Suspension –Shall be for serious or repeated violations of the athletic policies. The duration of an athletic suspension shall be determined by the school principal or designate.

***Expulsion* –** Shall be reserved for the most flagrant of violations or repeated violations of the school athletic policy. The school principal shall determine if a student should be expelled from the athletic program.

As situations arise that cannot be foreseen in advance the principal reserves the right to amend the school's athletic policy as needed. The principal is the final arbiter in all athletic program issues.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Parents/Guardians are expected to demonstrate behavior consistent with the Catholic values at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/ language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

When a parent/guardian engages in any of the behaviors outlined above or in the school's parent code of conduct and, in the judgement of the Principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, he/she may, after consulting with their assigned regional director:

***Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.**
***Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.**

CONFLICT MANAGEMENT

Occasionally differences arise that lead to conflict. We have established a process to resolve the issues. The intent of the process is to provide a means of working together. All requests for review of differences should be made in writing to the principal.

DISCIPLINE: STUDENT BILL OF RIGHTS

Each student has the right to work in a school environment that promotes spiritual, emotional, social, intellectual, physical and athletic growth. Each child has the right to be treated with the respect and dignity appropriate for a child of God.

DISCIPLINE POLICY:
In order to insure the rights of all students, it is expected that certain basic rules of conduct will be followed. Students are responsible for the following rules of good conduct.

1) Respect for self and any person in authority.
2) Courtesy and use of appropriate language at all times. No profanity, but respect for self and others.
3) Respect for and cooperation with other students. Mockery is not permitted.
4) Completion of assigned tasks and homework.
5) Respect and care of school property, no graffiti including desks, textbooks, walls and bathrooms.
6) **Appropriate school uniform**.
7) Proper safety habits.
8) Regular attendance and punctuality.
9) **Appropriate voice level**.
10) Candy and gum are not permitted.
11) No radios, televisions, tape players, CD players, Mp3 players, iPods, iPads, Video Game players, large amounts of money, or valuables in school. **These will be taken from students and returned to parents at Parent, Student, Teacher Conferences.**
12) **NO CELL PHONE** may be turned on , used to make calls, texting or taking pictures during school hours, including anytime while in the school, or on any school trips / functions. ***Cell phone will be taken away from student and only a parent or guardian may pick up the phone from the Principal . A fine of $50.00 will be charged for a first instance; $100.00 thereafter.***
13) **Shirts and Blouses not tucked into pants or skirts. (4th grade to Middle school)**
14) **No toys, dolls, trading cards, etc. are permitted in school. These will also be taken from children and returned to parents at Parent / Teacher Conferences.**
15) No fighting. (See below under Discipline Referral for consequences.)
16) Weapons or any object that could easily be considered a weapon are not allowed in school. Anyone possessing such an object is subject to **immediate expulsion**.
17) Theft

Classroom teachers will deal with rule infractions in their classroom in accordance with our school philosophy and as they deem appropriate. However, if rules are repeatedly disregarded, the teacher will inform parents either in writing, E-mail or by telephone. A parent conference may be requested. If further action is required a conference will be held with the teacher, parents and principal and appropriate measures for improvement will be discussed.

UNIFORMS

WHY DO WE HAVE UNIFORMS?

Parents have expressed their desire to keep a uniform at **OUR LADY OF GUADALUPE SCHOOL**. We are very concerned about the safety of our children. Gangs within the community have taken over various color combinations and logos to signify something other than the original meaning. Therefore, all clothing with logos are prohibited in school.

GIRLS

Make-up:

- No make-up of any kind (includes lip gloss)
- No eyelash extensions

NAILS:

- No nail polish and no fake nails. **(Will be dealt with immediately)**

HAIR:

*No hair dye, highlights, or henna.
*No lines or designs shaved into scalp.
*Hair should be kept out of a student's field of vision, as not to interfere with the student's vision for safety purposes.

Students who come to school with such hair coloring will be asked to correct the problem immediately and/or an arrangement may be made by parent/teacher/principal.
Note: As per Illinois State Law: our uniform/dress code policy shall not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

JEWELRY:

- May wear small hoop earrings or studs.
- No dangling earrings
- Only one pair of earrings may be worn at anytime.
- No visible body piercing
- One religious necklace (example crucifix or medal) may worn. One religious bracelet may worn.

No other necklaces or bracelets permitted unless a medical bracelet (note provided by Doctor.)

HAIR ACCESSORIES:

- Headbands, ponytail holders, hair clips and or Beads may be worn **if they are the uniform plaid or uniform solid colors, white, black, grey or burgundy. (No other colors will be permitted)**
- **No attached ornaments such as large bows or flowers in hair or headbands.**

TATTOOS:

- No visible Tattoos **(Permanent Ink, Henna, Rub on Tattoo, etc.)**
- **No drawing or writing on any visible part of student's skin.**
- **No visible marks on student's skin.**

TUITION AND FEES

New fee schedule: **Tuition Assistance,** is available for those who need assistance.

- Fees for extra-curricular activities will be assigned based on the needs of the individual program.

OTHER PROCEDURES:

If an emergency arises and you cannot pay on time **you must** contact the **PRINCIPAL**.

Our Lady of Guadalupe School works with families on creating a fair , agreed upon, rate of tuition. The school requires that this amount of tuition is paid on time.

Families must communicate with the school if there is a problem in paying the tuition, the school asks parents to bring in supporting documentation of the situation, so the school might be able to find additional support to help families in need.

If payments are not made on time, and the school has not received any communications from the family, the following options maybe used:

- Not releasing report cards
- Withholding students from sports or clubs
- Excluding students from school
- Disenrollment

The school has every wish to keep families enrolled at Our Lady of Guadalupe School. The school relies on tuition to meet it financial obligations. Paying tuition on time, is the best way to ensure the school provides your child with an "Excellent, Catholic, and Vital" education.

Four exclusions dates will occur during the year.

Families must be in good communication with the school regarding tuition or the above listed consequences can take effect.

MIDDLE SCHOOL (6TH - 8TH GRADES) CONDUCT/DEMERITS

Respect and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. Students are expected to have respect for parent volunteers. Good conduct is expected in the halls, cafeteria, on the school grounds, in the classroom and on the bus. Teachers place special emphasis on morality, honesty, respect and courtesy. It is the responsibility of each student to display qualities of good citizenship. The school's discipline policy is designed to foster self-discipline and responsibility from each student. While the observance of rules depends primarily upon a student's loyalty to their parents, the school and themselves, the school must resort to disciplinary action when the student's own responsibility is lacking. One demerit is given for each of the following infractions. When a student has accumulated demerits, a detention will be issued.

Students who display behavior that is disruptive to the learning environment or disrespectful of others will usually receive consequences in this manner:

One demerit is given for each of the following infractions. (When a student has accumulated three demerits, a detention will be issued.) Parents will be notified when a detention is issued by the student's homeroom teacher or teacher issuing the detention. Detention information (when student will serve the detention) will be provided to the parent. Students will complete homework assignments during detention or will be given a special assignment based on the infringement.

One demerit infractions include the following:

- Wearing make-up
- Out-of-uniform (school or gym uniform)
- Chewing gum or eating candy (without permission)
- Cafeteria/recess misconduct (minor)
- Missing homework
- Talking in class at inappropriate times (after warning)
- Being unprepared for class

Immediate detentions will be issued for the following:

- Disrespectful behavior
- Aggressive behavior
- Disruptive behavior in the classroom or toward another individual
- Cell phone use or inappropriate use of technology

1 offense	=	**1 demerit**
3 demerits	=	**1 before/after detention + conference**
3 before/after detentions	=	**1 in-school suspension**
3 in-school suspensions	=	**1 out-of-school suspension and A parent conference**

Disrespect behavior including insults or profanity, will result in immediate detention.

Aggressive behavior include hitting, throwing things, name calling will result in immediate detention. "Joking Around" will not be an excuse defense

3 demerits: 1 before/after school detention; loss of reward day.

Disruptive behaviors include, but are not limited to: not following directions, incomplete homework, refusing to work in class, throwing things, talking at inappropriate times, being out of uniform, returning to lockers for forgotten items, insults, profanity, hitting, eating and lateness to class. Authority figures may determine at any time that behaviors are serious and warrant more severe consequences. Other behaviors are serious threats to learning and safety and warrant suspensions.

Fighting, defiance, gang-related behavior, and destruction of property are some examples of such behavior. Efforts will be made to keep parents informed of behavior patterns. Students who receive a minimum number of demerits each quarter will be invited to participate in a reward activity during the school day.

I. DISCIPLINE REFERRALS

(Being sent to the Principal's Office)

Discipline referrals will be issued for the following disruptive or uncooperative behavior: use of inappropriate language, destruction or the defacing of school property, repeated acts of defiance, displaying of gang graffiti, gang colors or symbols.

Fighting is considered a serious offense. If a student is involved in or encourages a fight, he/she will be issued a disciplinary referral and the child will not be allowed to return to class until a parent conference is held. If the child is involved in another fight, it will result in an *out-of-school suspension (*May be student's first fight). The suspension will last for a period of not more than one week. *If a child continues to have behavioral problems and continued attempts to remedy the situation are unsuccessful, the child will not be permitted to re-register for the next school year.*

II. SUSPENSION

A child may be suspended for the following: accumulation of three disciplinary referrals, unexcused absences, leaving school grounds without permission, fighting, theft, immorality, smoking, possession or use of drugs/ alcohol, carry of or threat with weapons, and or the discretion of the Principal.

III. EXPULSION

A child may be expelled for the following: three suspensions, assault or battery, the possession of any weapon, the dealing or use of any illicit drug, membership or the appearance **(drawing graffiti, making hand gestures)** of membership in any gang or other inappropriate conduct.
Expulsion is a serious matter. A student's disciplinary file will be reviewed and the regional director will be notified.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary measures.

DRUG FREE SCHOOLS POLICY STATEMENT

1. "NO USE" PHILOSOPHY

All students have a right to work in a school environment that promotes spiritual, emotional, social, intellectual, physical and athletic growth. In order to create such an environment, the use of illicit drugs, the underage use of alcohol and tobacco, and the use of illicit medications without the formal supervision of a physician are prohibited on school grounds or at any school sponsored activity.

2. SCHOOL'S POSITION

The use of any illicit drugs are incompatible with learning. Students are not to use tobacco, alcohol or any other illicit drugs in school, or on school or parish grounds, or at any school sponsored activity. In the event students fail to comply with this regulation, a written notice will be issued and the student will be given an opportunity to be heard. The use of illicit drugs, alcohol and tobacco by a student may result in suspension or expulsion.

3. PROCEDURE FOR INTERVENTION

Any one or more of the following steps may be taken depending on circumstance.

A) Initial expression of concern
B) Meeting with students, parent, teacher and/or principal.

PHYSICAL EDUCATION

All students are required to participate in the Physical Education Program at Our Lady of Guadalupe School. Physical education is a vital part of the school curriculum.

COMMUNICATION WITH PARENTS

To guarantee open lines of communication, the school office is open during regular school hours. Parents are encouraged to schedule individual appointments with the principal and/or teachers.

REQUIREMENTS FOR GRADUATION

1. Each student must have a personal record that indicates the student has grown, in a Christian mode in self -respect and respect for those around him.

    a) This is to be demonstrated by the manner in which the student deals with his fellow students.
    b) This is to be demonstrated in the manner in which the student speaks to and acts toward the teachers and all persons in authority.
    c) This is to be demonstrated by the manner in which the student uses school property and treats the property of others.

2. Each student must possess an academic record, which indicates the student is working up to his / her ability.

    a) This is to be demonstrated by assignments, which indicates the student is working up to his / her ability by producing quality work on time.

3. Each student must pass a test on the **State of Illinois and Federal Constitution**.
4. Each family must have fulfilled all of their tuition financial obligations before **April 10th**, and May is for other fees.

STUDENTS WHO FAIL TO MEET THE REQUIREMENTS STATED ABOVE MAY NOT PARTICIPATE IN THE GRADUATION CEREMONY OR ACTIVITIES SEVERAL OPTION ARE OPEN:

1) The student may be issued a certificate of attendance-not a diploma.
2) Other options may be suggested by the Principal.

TUITION AND FEE PAYMENTS

ALL FEES AND TUITION MUST BE PAID ON TIME.

Tuition is to be paid on/before the 10th of every month.
Note: We are following a monthly exclusion policy beginning on September 10th.
If your child's tuition is not "current" (no balance, paid in full)
Please refrain from sending your child to school until payment is made.

CHARGES FOR CHECKS RETURNED FROM THE BANK

$50.00 WILL BE CHARGED WHEN A CHECK IS RETURNED FROM THE BANK FOR INSUFFICIENT FUNDS OR ACCOUNT CLOSED.

the medication by the end of the school year, the medication will be appropriately discarded by the School Principal.

6. **Carrying and Unsupervised Self-Administration of Medication.** Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the following conditions are met:

    a. A completed **Medication Authorization Form** has been received by the School Principal or his/her designee or by the school nurse (if applicable).

    b. A completed **Physician Request for Self-Administration of Medication** form has been completed by the student's physician and parent/guardian and received by the School Principal or his/her designee or by the school nurse (if applicable).

7. **Emergency Medical Care.** In the event a student shall become ill or injured or otherwise need immediate medical attention that is not contained in the **Medical Authorization Form** on file with the School Principal or his/her designee or with the School nurse (if applicable), the Principal or his/her designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's **Medical Information and Emergency Notification Form**. If the student's parent/guardian cannot be contacted, the School Principal or his/her designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian or emergency contact.

    Notwithstanding the foregoing, the School Principal or his/her designee or School nurse (if applicable) or other certified school personnel may call State or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness, injury or need for immediate medical attention is perceived to be in need of emergency medical care.

REPORT CARD/ ASSESSMENT

Parent/ Student Teacher conferences will be held a minimum of two times during the school year, at which report cards or Aspire Reports will be given.

The two conferences are opportunities for the student, along with her/his parents and teacher, to discuss the progress the student has made.

PROMOTION/ RETENTION POLICY

Promotion will rely on the student's ability to demonstrate his/her academic growth during the school year.

We appreciate parents' cooperation in their child's academic success by promoting good study and homework habits.

Parents concerned about the academic progress of their child are asked to have a conference with the student's teacher and principal.

Whenever a teacher observes the student is failing to make progress, the parents and the principal will be notified to writing. If the situation does not improve a meeting will be scheduled with the student, parent/s, teacher and principal.

Excessive absence may result in retention.

The **principal has ultimate authority** regarding promotion and retention.

EMERGENCY

In the event a child is injured or becomes ill, we have to be able to contact a parent. Therefore, we need telephone numbers where parents can be reached during the day. We also need the number of a relative or friend that could be contacted in the event the parent was unavailable. At the beginning of the school year each family will be required to give us their current telephone number at home and at work. Always notify the school if there is a change in any of this information.

EMERGENCY CLOSING

During inclimate weather, every attempt will be made to transition to an e-learning day. If a "snow" day is warranted, we will take one. Safety first! We utilize SchoolMessenger (a text, email, or voicemail) to update our families along with www.emergencyclosingcenter.com and Facebook. In addition, teachers communicate closings to their classes. Every effort will be made to notify parents as early as possible.

FIELD TRIPS

Our Lady of Guadalupe School teachers believe in educating the whole child, so they continually seek ways in which to involve outside resources in the education process. **Field Trips are an academic extension of the educational process therefore mandatory.** Ordinarily, parents will be informed at least thirty (30) days in advance about a pending trip. Information will include the destination, purpose, travel arrangements, type of supervision, time out of the school building, approximate return time, and cost of the trip.

The classroom teacher always reserves the right to determine if a child should be excluded from participation in a Field Trip because of unacceptable behavioral patterns. Teachers will notify parents of this possibility prior to the scheduled trip and will confirm attendance or non-attendance the day before the scheduled trip.

If a situation arises where a child/ parent chooses not to take part in a particular field trip, the homeroom teacher will discuss alternative plans for the day with the child's parents and school principal. Ordinarily, the parent is responsible for arranging alternative activities and supervision.

Children will never be allowed to leave the building for a field trip without the necessary written authorization forms from their parent/s. Although teachers and chaperones will take due precaution to assure safety during a field trip, parents must sign the following disclaimer, which is included on every (form.)

FIELD TRIP AUTHORIZATION FORM:

Assure safety during the Field Trip: ***therefore, I release and save harmless the Catholic Bishop of Chicago, Our Lady of Guadalupe Parish and School from any and all liability."***

Students must dress in school uniform for field trips. Gym shoes, jeans and tee shirts are not permitted on field trips unless specified.

CHAPERONES ON FIELD TRIPS

- Only parents, guardians or grandparents may chaperone field trips if they are **in compliance with Archdiocese Policies regarding the "Protecting God's Children" program.**
  In order to be compliant one must complete all of the following:
  - ☐ **Virtus Training**
  - ☐ **Declaration page for Volunteers**
  - ☐ **Cants form 689**
  - ☐ **ASB: Archdiocese Standards of Behavior**
  - ☐ **CBC**
  - ☐ **MRT/CANTS 22**

  All of the aforementioned documentation must be approved by Virtus.
- All forms can be accessed on the Archdiocese website **www.archchicago.org**, and then selecting **"Protecting Children"**
- Non-attending brothers and sisters are not permitted on field trips.
- Chaperones are asked to follow the teacher's directions regarding the purchase of food and the use of the gift shop.

HOMEWORK POLICY

Homework refers to an assignment to be prepared during a period of supervised study in or outside of class that requires individual work at home. (Can include reading, studying for tests etc.) Homework assignments should take into consideration the individual student's difference, interests, and abilities, as well as the educational resources available at school and at home, and the other learning activities present in the life of each student (such as participation in school activities, family living, religious and cultural interest and exploration of personal interests).

The purpose of the assignment must be clear to each student and any information necessary to understand and complete the assignment should be provided.

Homework is not to be used as a form of punishment under any circumstance

ELEMENTARY (K - 5TH)

Homework should foster positive attitudes, habits and character traits. For older students it should facilitate knowledge acquisition of specific topics. A mixture of mandatory and voluntary homework is most beneficial.
The frequency and duration of mandatory assignments should be:

MONDAY THROUGH THURSDAY

Grades KDG. and 1st	**15 to 30 Minutes**
Grades 2nd and 3rd	**30 to 45 minutes**
Grades 4th and 5th	**45 to 60 minutes**

d. Written permission and authorization for the administration of medication signed by the student's parent/guardian.

2. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by the School Principal or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:

   a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or

   b. Manufacturer-labeled for non-prescription over-the-counter medication.

3. **Administration.** Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form. Medication will not be administered to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of a parent/guardian to have the School Principal or his/her designee, or school nurse (if applicable), administer such medication to the student, and the School Principal or school nurse (if applicable) has agreed in writing to administer the medication as set forth in the complete Medication Authorization Form. Such written agreement by the School Principal or school nurse shall be indicated on the completed Medication Authorization Form. The School Principal, or school nurse, retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed **Medication Authorization Form**.

   Parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian come to the school to administer medication, if:

   a. A completed **Medication Authorization Form** has not been received and approved by the School Principal for the medication sought to be administered; or

   b. A request and authorization for the administration of medication is denied by the School Principal or school nurse; or

   c. The medication identified in the completed **Medication Authorization Form** is not given the School Principal in an appropriate container as described herein.

4. **Self-Administration**. A student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Section 6, below, such medication must be stored in a locked cabinet under the control of the School Principal or his/her designee and a completed **Medication Authorization Form** must be received by the School Principal. The completed **Medication Authorization Form** must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately. Except as provided in Section 6, below, self-administration of medication shall be under the supervision of the School Principal or his/her designee or the school nurse (if applicable).

5. **Storage of Medication.** Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and his/her designees, and the school nurse (if applicable).

   Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

   At the end of the school year, or the end of the treatment regime, the student's parent/ guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up

BIRTHDAY CELEBRATIONS

Students may bring individual treats for **each child in their classroom and Middle School for their homeroom** on birthdays, **NO CAKES, PLEASE.** Please be mindful of food allergies for your child's classmates.

Snacks

When sending in a snack for your child we ask it is a healthy snack. **NO chips, cookies, candy or sweets, please.**

POWER SCHOOL

All parent (s) or guardian (s) have access to your student (s) grades, missing assignments and attendance through PowerSchool online at: **www.archchicago.powerschool.com/public**. A student Access ID and password will be provided at the beginning of the school year with instructions as to how to register for the Power School. Once you have registered to the PowerSchool parent portal you will not have to register every year.

NOTICE

OFFICE OF CATHOLIC SCHOOLS
ARCHDIOCESE OF CHICAGO

SCHOOL MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Procedures

1. **Medication Authorization Form.** No school personnel shall administer any prescription or non-prescription medicine unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee. No student shall be allowed to possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee. Medication Authorization Forms are available at the school office. In addition, a **Medication Authorization Form** is distributed for each student at the time of enrollment. A **Medication Authorization Form** is complete if it contains the following information:

    a. Written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order;

    b. Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription;

    c. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication.

MIDDLE SCHOOL

1. Homework assignments should supplement work done in class.
2. Teachers should explain methods and procedures and check to see that students clearly understand the homework assigned.
3. **Athletics and activities are not acceptable reasons for late homework.**
4. Students with excused absences may complete homework without penalty. They have the number of days absent plus one more day to complete work.
5. **Middle school students may spend up to 120 minutes doing homework each evening Monday through Friday. Homework may take on a variety of forms, including reading, studying, and reviewing class notes.**
6. **Middle School Students** are encouraged to begin homework responsibility at **3:00 p.m**. if they are in the **Mayan Room.**

HALL LOCKERS

The school administration reserves the right to inspect all student lockers at any time.
No student may put a lock on his/her locker.

MEALS

All Our Lady of Guadalupe School students will receive a free breakfast and a free lunch daily.
Students may also bring in their own lunch. Unfortunately, students' lunches from home **cannot** be warmed up for them. Parents may not deliver fast food to their children at lunch time.

LUNCH TIME CONDUCT

ALL STUDENTS WILL BE UNDER THE SUPERVISION OF OUR LADY OF GUADALUPE SCHOOL STAFF . ALL STUDENTS WILL BE EXPECTED TO:

- TREAT STAFF AND VOLUNTEERS WITH RESPECT.
- USE INDOOR VOICES WHILE AT LUNCH.
- NOT TO THROW ANY FOOD OR ITEMS ACROSS TABLES OR ACROSS THE LUNCH ROOM.
- WALK NOT RUN FROM THE SCHOOL TO THE LUNCH ROOM AND ONLY ON THE PATH PROVIDED.
- NOT TO TAKE ANY FOOD ITEMS FROM THE LUNCHROOM.
- KEEP ONE'S AREA CLEAN