



Our Lady of Consolation

CATHOLIC SCHOOL

School Policies

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Administration

2070 Fire Safety, Tornado, and Lock Down

Administration

Schools must have policies and procedures in place to ensure that all of the federal, state, and local law requirements are met for fire safety, tornado, and lock downs.

Drills on the procedures shall be held to familiarize the students with the procedures on the following schedule:

Fire: 5 per school year (at least four in the fall of the school year)

Tornado: 2 per school year

Lock Down: 3 per school year (shall be held with participation of local law enforcement or other appropriate local safety personnel appropriate nature of the drill, i.e. hazardous chemical, armed intruder, etc.)

At least some of these drills shall be done during recess, lunch or other times when significant numbers of students are gathered outside of the classroom.

PA12 of 2014 requires your school to report its emergency drill schedule to the County Sheriff's Department Emergency Management division, which is required to notify local police/fire agencies of the schedule. Additionally, you are required to document the completion of scheduled drills within 30 days and post notification of completed drills on your website. See instructions below for submitting the OLC emergency drill record to the KISD administration.

. Follow the link below to the user-friendly reporting tool:

· <https://schoolsafety.kentisd.org>

· Enter you email and password from the spreadsheet located at: DOGR

Connect/Forms/Emergency Drills/Kent County Reporting Accounts Spreadsheet

Record your schedule of drills and SUBMIT. Your drills will be automatically reported to all necessary emergency management agencies. Access this tool after each drill to record the result and this information will again be reported to all necessary emergency management agencies

You will still need to post notice of each completed drill within 30 days following each drill.

School Administrator

Date

Pastor

Date

Reviewed and Updated 9/2018

2086 Field Trips

Administration

Class visits, retreats and other learning experiences to places of cultural, educational and religious significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers, catechists and adult supervisors should prepare the children for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. Any over night or out-of-state trips must have pastor and principal approval.

The written consent of parents must be obtained for every child participating in a field trip. Permission slips must inform parents of the following:

1. Name, location, and date(s) of the event
2. Cost to the child
3. Mode of transportation to be used
4. Name of supervisor overseeing the activity
5. Responsibility/ies of parents
6. Any known student risks, allergies, medication, or other pertinent information

No child may participate unless a signed parent permission slip for the specific event is on file with the principal.

Medical information, contact persons and authorization for emergency medical treatment must be with the chaperones.

Whenever possible, bus transportation should be provided. The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be provided by the driver.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disabilities that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must be insured for minimum limits of \$500,000 Combined Single Limit (CSL).
5. Each driver must complete and submit a form allowing OLC to check their driving record.
6. Each driver must have completed Virtus: Protecting God's Children training.

A signed Volunteer Driver Information Sheet must be submitted to the principal for each vehicle used.

A criminal background check will be performed every three years on each chaperone before they are allowed to chaperone a field trip.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of their responsibilities. For trips other than interschool athletics, supervision of one (1) adult per ten (10) children is required.

School Administrator

Date

Pastor

Date

2090 Grievance Procedure

Administration

Definition: An expression of dissatisfaction as it relates to the interpretation or the administration of the job duties or of Our Lady Consolation School Policies.

Procedure:

1. Most grievances can and should be resolved by the two parties involved. *Step One* of the process is for the two parties to meet for possible resolution.
2. *Step Two* involves a meeting with the principal and parties involved.
3. With no resolution, *Step Three* requires a written report including the problem, steps taken to date, and the desired outcome to be submitted to the pastor. A meeting will be scheduled with all involved parties and the pastor.
4. If no resolution exists, the person or persons filing the grievance will have 10 days to file a grievance with the President of the School Board (*Step Four*). The grievance must be in writing and include steps taken to date.
5. *Step Five* - The School Board President must meet with the administrator with five days of receiving the complaint. The administrator in turn confers with the party against whom the complaint is issued within an additional five days.
6. *Step Six* - A hearing before the School Board must occur within ten days after the Board President meets with the administrator. All parties will be notified at least three Days prior to the hearing
7. *Step Seven* - A determination will be submitted in writing by the School Board within ten days. All parties will be issued a copy of the decision.
8. *Step Eight* - If the complaint is not resolved all documentation and the grievance will be turned over the Superintendent of the Grand Rapids Diocese by the administrator of the school.

All documentation will be kept in an appropriate file by the school administrator. All parties involved must keep proper documentation and deal with the matter with professional confidentiality.

Principal _____

Date _____

Pastor _____

Date _____

Updated: May / 2015

2140.1 Employee Registration Waiver Policy

Administration

Student registration fees will be waived for any full-time employee at Our Lady of Consolation Parish.

Any part-time employee working more than 10 hours but less than 20 hours per week, will receive a 50% discount on student registration fees.

All employees are responsible to pay all other fees (excluding curriculum fees) such as athletic fees and calculator fees. All employees must also complete and return the Parent Covenant form and the OLC Pledge Card.

School Administrator

Date

Pastor

Date

2142 Cumulative Records

Administration

Our Lady of Consolation School will maintain cumulative records for each student enrolled. Records are confidential and will remain locked in the school office. Records will be not released to other schools unless fees are current and written permission is received from the parent.

School Administrator

Date

Pastor

Date

Reviewed and Approved 2/2018

2150 Child Safety Policy

Administration

Our Lady of Consolation Parish desires to be a safe place for all children who attend. We believe that preventative steps can be taken to promote the safety of children and those who work with them. As a parish community, we advocate the following policies and principles in an effort to provide a safer environment for all young people entrusted to the care of the Church.

- Child physical and sexual abuse will not be tolerated in our parish. Any employee or volunteer in violation of this policy will be subjected to immediate dismissal.
- We will work as a parish to provide educational programs to instruct adults regarding the nature and impact of child abuse.
- All staff - paid and volunteer – who work with children or youth will undergo appropriate background screening and attend Virtus, Protecting God’s Children Class. All employees and volunteers will complete the diocesan application and references will be checked. No adult who has been previously convicted of child abuse will work with children or youth.
- At least two adults will supervise activities in which children or youth are involved. One of these will be an adult of at least 21 years of age.

No adult will spend unsupervised time alone with any child or adolescent without the awareness and consent of that individual’s parents or legal guardians. Children and youth will also have parental permission for involvement in all church/school -sponsored programs or activities away from the parish.

Principal

Date

Pastor

Date

2150 Security

Security

It is the responsibility of the principal to provide the security of the school facilities. All schools must provide a security system and be locked during school hours.

School Administrator _____

Date _____

Pastor _____

Date _____

2152 Student Safety

Student Safety

The principal shall develop appropriate procedures, as listed in the family handbook, to ensure adequate supervision of the students in the buildings and on the playground. Students are supervised by VIRTUS trained adults at all times. A criminal background check will be conducted on all adult volunteers every three years.

School Administrator _____

Date _____

Pastor _____

Date _____

2173 Student Dignity

Administration

Our Lady of Consolation School expects all students to conduct themselves with dignity and respect. Harassment of fellow students, school employees, or others of any kind will not be tolerated.

Definitions:

Harassment / Bullying: Behavior directed toward others that may reasonably be considered offensive in a Christian educational setting. A series of seemingly minor offenses can constitute harassment even though each offense in and of itself does not seem serious. Frequency of occurrence, repeated offenses, or a pattern of offensive behavior are considerations in determining whether or not a person's behavior constitutes harassment or bullying.

Sexual Harassment: Unwelcome sexual advances and other verbal references or physical conduct of a sexual nature which create an environment which would reasonably be considered intimidating, hostile, or offensive.

Racial Harassment: Making negative references to a person's cultural or racial background; or creating an intimidating, hostile, or offensive environment through such conduct.

Principal

Date

Pastor

Date

Updated 2/2015

2173.1 Employee Dignity

Administration

Our Lady of Consolation School expects all employees, independent contractors, volunteers, and others working for or with the school to conduct themselves with dignity and respect for fellow employees, students, and others. Harassment of anyone of any kind will not be tolerated.

Definitions:

Harassment: Behavior directed toward others that may reasonably be considered offensive in a Christian educational setting. A series of seemingly minor offenses can constitute harassment even though each offense in and of itself does not seem serious. Frequency of occurrence, repeated offenses, or a pattern of offensive behavior are considerations in determining whether or not a person's behavior constitutes harassment.

Sexual Harassment: Unwelcome sexual advances and other verbal references or physical conduct of a sexual nature which create an environment which would reasonably be considered intimidating, hostile, or offensive.

Racial Harassment: Making negative references to a person's cultural or racial background; or creating an intimidating, hostile, or offensive environment through such conduct.

Principal

Date

Pastor

Date

2175 Wellness Program

Administration

Background: This program has been created to meet the requirements of the Child Nutrition and WIC Reauthorization Act of 2004. This legislation directs each school, participating in the Federal Hot Lunch Program, to develop a local wellness policy.

Purpose: Our Lady of Consolation School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices, promote healthy eating habits, and encourages physical activities that support student achievement.

Wellness Program Guidelines:

- Each year, all students, Pre-K to 8th grade will receive age-appropriate classroom instruction in nutrition education.
- The school will ensure that reimbursable school meals meet program requirements and nutrition standards.
- The school will offer physical education opportunities that include the components of a quality physical education program.
- The school will implement additional programs designed to help create a school environment that support wellness and healthy life choices.

Program Goal #1. Nutrition Education: Offer age appropriate nutritional education to all of Our Lady of Consolation students.

Action Plan:

- Provide teachers with nutrition information to share with their students.
- Place visual aids in lunch room and school that promote healthy choices.
- Provide parents with nutrition education information in school newsletters and the school website.
- Use PA (Parent Association) meetings to offer nutrition information to parents.

Program Goal #2 – Nutritional Meals Our Lady of Consolation school will ensure that reimbursable school meals meet program requirements and nutrition standards. In addition, parents will be asked to provide healthy snacks and nutritious items for class parties.

Action Plan:

- Provide meals that contain necessary food groups and meet Dietary Guidelines for children.
- Provide parents with lists of preferred snacks and class party items. Limit snacks that do not support the wellness program goals.
- Periodically survey students concerning healthy snack preferences.
- Monitor fundraisers, encourage healthy fundraisers as alternatives.

Program Goal #3 – Physical Education and Physical Activity Opportunities - Our Lady of Consolation School will ensure that age-appropriate physical education is offered to all students.

Action Plan:

- Provide instruction that equips students with the knowledge, skills and attitudes necessary for lifelong physical activity.
- Build students’ confidence and competence in physical abilities.
- Provide daily unstructured physical activity for Pre-K to 8th grade students.
- Schedule field day activities each year.

Program Goal #4 – Other School-Based Activities Designed to Promote Student Wellness – Our Lady of Consolation School will support in-school and extra-curricular activities which encourage an active life style and healthy eating choices.

Action Plan:

- Organize and support a sports program for students in grades 5 to 8.
- Organize and support an intramural sports program for 4th grade students.
- Encourage other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.
- All students shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short- and long-term benefits of a physically active and healthy lifestyle.

Implementation and Measurement

- School administrators shall implement this policy and measure how well it is being managed and enforced.
- Input from teachers (including specialists in healthy and physical education), parents/guardians, students, representatives of the school food service program, school board members and school administrators shall work in a sustained effort to measure program effectiveness and provide recommendations for improvements.

Principal

Date

Pastor

Date

Updated: May / 2015

2180 Illegal Substance, Weapons

Administration

Any student in possession of an illegal substance or medication not prescribed for him/her, or any firearm, or any other object likely to be used as a weapon, shall be subjected to expulsion.

Principal

Date

Pastor

Date

Student Behavior Expectations Review Policy

Behavior Expectations Review: Within the first week of each new school year, the OLC Principal will review with staff the expected behavior of students while attending school at OLC. The Principal will also review potential solutions to change inappropriate behavior of students including proper disciplinary actions. The expected appropriate behavior for students will be communicated to them by the staff during this first week of school.

Principal _____ Date _____

Pastor _____ Date _____

Reviewed 1/2018

Curriculum/Instruction

5030.1 School Policy

State Curriculum Mandates

School Policy:

Our Lady of Consolation School shall meet state curriculum mandates that are determined applicable by the Office of Catholic Schools. All teachers will be provided a copy of their grade level diocesan curriculum. A copy of the diocesan curriculum will be available in the administrator’s office for review.

Principal

Date

Pastor

Date

5030.2 Preschool Policy

State Curriculum Mandates

Preschool Policy:

Our Lady of Consolation Preschool Program shall meet the regulations required by the State of Michigan. A handbook describing preschool policies and procedures will be maintained and reviewed annually by the preschool director and/or principal.

Our Lady of Consolation Preschool is licensed to care for up to 20 children per session. A minimum of two staff members shall be present at all times when seven or more children are present.

The preschool director/teacher and any other employees shall meet state qualifications and requirements for employment. The director/teacher and other employees will be responsible to maintain their qualified status. Documentation will be kept on file in the school office and will be reviewed annually.

All employees of the preschool shall have on file, a signed report from a physician declaring the physical capability of the staff member to carry out their assigned duties, and is free from communicable tuberculosis.

All employees of the preschool will complete the appropriate forms as required by the Department of Human Services, and a full criminal background check by the State Police or FBI will be completed. The background check documentation must show that he or she has not been named in the central registry as a perpetrator of child abuse or child neglect. The criminal background check shall be completed by school administration every two years.

Principal

Date

Pastor

Date

5030.4 Kindergarten Admissions Policy

Kindergarten Admissions Policy

Mission Statement:

Our Lady of Consolation School, staff, parents and community are committed to inspiring the love of God and developing a life- long commitment to Catholic beliefs, Christian values and academic excellence for all students.

Admission:

Our Lady of Consolation School accepts students regardless of religion. Registration packets are available in the school office or by request. All enrollment forms and fees must be completed prior to admission.

Once enrolled, parents must re-enroll their students for each successive school year in March. Preschool and Kindergarten registration begins mid- January. The priority for enrollment is as follows:

1. Currently enrolled students
2. Siblings of enrolled students
3. OLC Parishioners
4. Others

Entrance Requirements:

1. It is recommended the child be 5 years old by a date consistent with State of Michigan requirements.
2. A copy of the birth certificate must be presented on or before the first day of school.
3. A certificate of immunization is required, no later than the first day of school, showing a minimum of 4 doses of Diphtheria, Pertussis, Tetanus (one dose must be on or after 4 years of age); 4 doses of Polio (if dose 3 administered on or after 4 years of age, only 3 doses are required); 2 doses of Measles, Mumps, and Rubella (on or after 12 months of age); 3 doses of Hepatitis B, and 2 doses of Varicella/Chickenpox (on or after 12 months of age OR current lab immunity OR reliable history of disease).
4. Proof of hearing and vision screening from the Health Department, a licensed optometrist, ophthalmologist, or medical/osteopathic physician.

Policy 5030.4

Kindergarten Admissions Policy (continued)

Principal

Date

Pastor

Date

5040.3 Preschool Admissions Policy

Mission Statement:

Our Lady of Consolation Preschool is designed to be a pleasant, informal and developmental learning experience, which encourages a positive attitude toward learning.

Our program provides materials and activities which meet each child's needs and offers children an opportunity to grow and learn with self- confidence, independence and responsibility in a Christian school environment.

Purpose:

Provide a Christian Preschool Program that will become the foundation on which to build future learning.

Encourage children to establish early friendships and interaction in a Christian environment.

Provide a safe and secure environment designed to stimulate social, intellectual, spiritual and physical growth.

Offer experiences that enable children to develop self- esteem and confidence to make decisions for themselves.

Admissions Policy:

Our Lady of Consolation Preschool is open to any child who reaches the age of 3 by September 1 and is toilet trained. Our program is tuition based. Admission is granted regardless of religion and on a first come first serve basis. Registration packets are available in the school office or by request. All enrollment forms and fees must be completed prior to admission.

When enrollment of 18 children is reached in the 3 and 4 year old session and 20 in the 4 and 5 year old session, we cannot accept any more children for that session.

Preschool and Kindergarten registration begins mid- January. The priority for successful enrollment is as follows:

1. Currently enrolled students
2. Siblings of enrolled students
3. OLC Parishioners
4. Other

Policy 5030.3

Preschool Admissions Policy (continued)

Principal

Date

Pastor

Date

5058.1 Copyright Laws

Curriculum/Instruction

Our Lady of Consolation Policy:

Copyright is a constitutionally conceived property right intended to promote progress of science and useful arts by securing for the author the benefits of his / her original work of authorship for a limited time.

All employees of Our Lady of Consolation School are expected to follow the copyright laws regarding usage of copyright materials. Employees who willfully disregard the copyright law also violate school policy and do so at their own risk and assume all liability.

It is the responsibility of the school administrator to see that the copyright and licensing laws are adhered to in the school.

Principal

Date

Pastor

Date

Updated 10/2013

Reviewed 1/2018

Approved 1/2018

5151.1 School Athletic Program

Curriculum / Instruction

Our Lady of Consolation Policy:

Our Lady of Consolation School has an organized sports program through the GRACEAC (Grand Rapids Area Catholic Elementary Council) league for students in grades 5,6,7 and 8. A student participating in athletic activities sponsored by and representing Our Lady of Consolation School, should behave properly and observe all rules regarding eligibility, training, dress code, good citizenship and good sportsmanship. Student athletes are expected to follow these rules:

- A. Respect and obey coaches
- B. Maintain a “C” or higher average grade in core academic classes
- C. Maintain at least a “2” in Effort – Study Habits and Conduct (see explanation below)

Explanation of Effort – Study Habit Code:

- 1. Very Good: Complete assignments consistently; studies independently; shows participation during class.
- 2. Satisfactory: Continuous effort to complete assignments; meets requirements of classes.

Explanation of Conduct Code:

- 1. Very Good
- 2. Satisfactory

Academic Eligibility Rule: Academic eligibility will be determined by the student maintaining a “C” or higher average in core academic subjects.

Participation in the athletic programs is open to all students ; no one is excluded, as long as the student follows the discipline of the school, If at any time, a student becomes ineligible, the ineligibility will apply to the following week.

If a student is absent from school because of illness, he / she may not attend practice or games on the day of absence. If the reason for absence is a doctor’s appointment, funeral, etc., the student may attend practice or games. Absences must be notified through written notes. Students who find it necessary to miss a practice must request permission from the coach. They should not send a message through another player. It is understood that students who freely choose to participate agree to abide by the rules when they join the team.

Sports physicals are required for all student athletes and must be on file before the first practice. Students may not participate in any sports activities until the physical record is on file.

Principal

Date

Pastor

Date

5176.1 Staff Acceptable Internet Use Policy

Curriculum/Instruction

OLC Staff Acceptable Internet Use Policy

1. PURPOSE

The purpose of this policy is to enable Our Lady of Consolation (OLC) School to maintain the integrity and security of the school technology systems and on-line reputation.

2. PRACTICE

The technology hardware and systems are provided to staff to carry out the mission of OLC School. These systems are to be used for legitimate school-related purposes. The environment is not to be used for personal purposes, except on the employee's personal time with use limited to appropriate recreation, education, and training. It is inappropriate to use these resources for non-school related activities such as: transmission of chain letters (regardless of intent), unauthorized games, operating a business, soliciting money, using the Internet for personal gain, disseminating confidential information, gambling, or engaging in any other activity in violation of any law or OLC policy.

As a representative of OLC School, it is expected that staff will conduct themselves in a professional manner. With the emergence of unprecedented connectivity and on-line social interactions, the need to project the OLC image during personal time has never been greater. OLC staff must use discretion when posting personal information and opinions on-line.

To properly manage school technology, OLC has the capability to and reserves the right to access, review, copy, modify, and delete any stored or transmitted information. Therefore, staff should not expect that the information stored in or sent through these systems is private. OLC reserves the right to disclose any computer storage media, messages or documents produced, sent or received by staff to law enforcement officials without any prior notice to the employee.

2.1 E-Mail: OLC email accounts should be checked regularly. OLC email accounts should be used for OLC business and personal use of OLC email should be limited. Personal email accounts should not be accessed using OLC equipment unless authorized by administration.

2.2 Passwords: In order to protect the security of OLC technology systems and confidential student and staff data and records, staff should not disclose their passwords to others and should not use an unauthorized password or other means to gain access to the computing resources, e-mail or voice mail of others. Staff is responsible for all activity conducted using their passwords. Sharing of passwords or granting access to OLC resources to someone other than the

authorized user (e.g. logging someone into your computer with your username and password) is not permitted.

- 2.3 **Personal Devices:** The use of personal electronic devices is permitted during non-school times or during personal time (before and after school or during lunch.) Personal electronic devices shall be set in “silent” mode during instructional or meeting times. The use of personal electronic devices should be limited to emergency situations during normal school hours and when not responsible for direct supervision and instruction. OLC maintains an open wireless network for staff, students and guests and the use of the wireless network must follow OLC’s acceptable use policy.
- 2.4 **Social Media:** The Diocese “Social Media Policy” is fully applicable. Please take note of Sections V (Adult Electronic Interaction with Minors) and Section VII (Personal Use of Social Media).
- 2.5 **Internet Usage:** Personal use of the Internet is prohibited if:
 - 2.5.1 It materially interferes with the use of IT resources by the school; or
 - 2.5.2 Such use burdens the school with additional costs; or
 - 2.5.3 Such use interferes with the staff member’s employment duties or other obligations to the school; or
 - 2.5.4 Such personal use includes any activity that is prohibited under any school (including this rule), state or federal statute or policy.
- 2.6 **Hardware:** OLC provides electronic devices to support the schools’ mission. Electronic devices may be removed from OLC grounds with permission from administration. The borrower of the device is solely responsible for the device and content. The borrower will be responsible for any costs related to damage caused by neglect or costs for the removal of inappropriate material on devices.
- 2.7 **Printing:** The OLC printers are available for printing OLC resources. A limited amount of personal use is permitted with the approval of administration. Excessive printing of non-OLC related material may result in disciplinary actions.
- 2.8 **Software:** OLC respects all computer software copyrights and adheres to the terms of its software licenses. Therefore, staff may not duplicate software or give software to anyone (including contractors, customers, and other third parties) without prior approval. Staff should not accept copies of any software programs from other staff without the approval of the Administration.
- 2.9 **Separation of employment and return of technology resources:** Upon an employee’s separation of employment with OLC, or upon OLC’s request, an employee will promptly return all technology materials and assets to administration.

3. APPLICABILITY

All staff of OLC including contracted and temporary staff are subject to this policy.

4. RESPONSIBILITY

- 4.1 All staff have the responsibility to ensure OLC and school assets are secured and used in an appropriate and productive manner in carrying out OLC and school business and activities. Failure to comply with this policy may result in loss of technology privileges, or disciplinary action, up to and including termination of employment. In addition, employee conduct and/or actions may prove to be unlawful or illegal and result in personal liability.
- 4.2 At any time and without prior notice, OLC maintains the right and ability to examine any computer activity.
- 4.3 Each employee is responsible for the contents of their own data or any data they oversee or share.

To protect the privacy of students and in following this policy, staff will comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Children's Online Privacy Protection Act of 1998 (COPPA) (5 U.S.C. 6501–6505) which are Federal laws that protect the privacy of student education records.

Principal _____

Date _____

Pastor _____

Date _____

5176.2 Student Acceptable Internet Use Policy

Curriculum/Instruction

OLC Student Acceptable Internet Use Policy

1. I will only use the Internet and electronic devices with the teacher's permission and for the purpose that the teacher has requested.
2. I will stay safe on the Internet by making sure that I never share personal information, like my full name, address or telephone number. If anyone on the Internet tries to meet with me, I will refuse and tell my parents or teachers immediately.
3. I will let my teacher know immediately if I see anything on an electronic device that is inappropriate or that makes me uncomfortable.
4. I will respect the school equipment. I will be sure to take good care of the equipment I use and will not change any desktops, controls or anyone else's files.
5. I will not enter inappropriate or hurtful language.
6. I will only use my own passwords that have been given to me by the teacher.
7. I will not put any disk, CDs, thumb drives or other storage media into the computer unless they are approved by the teacher.
8. I will not connect devices such as cell phones, MP3 players, iPods to any school owned electronic device unless approved by the teacher.
9. I will use good judgment when using cameras. I will not take photographs or videos that may be embarrassing to anyone in anyway.
10. I will only use email for a class project directed by my teacher. Any mail will be sent or received by my teacher.
11. I will only download information onto school devices under the direction of my teacher.
12. I will respect copyright laws and will make sure to show where I found information, and will not copy it without permission.
13. I will not buy or sell anything using the school equipment.
14. I understand that I will only be able to use school equipment if I follow these rules.

15. Students will be disciplined according to the general disciplinary practices if they do not follow these guidelines or if they utilize the electronic devices and Internet inappropriately. Authorities may be notified if the usage is deemed unlawful.

OLC Acceptable Use Policy Signature Page

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Internet Parent Permission Form

Parent

As the parent or legal guardian of the student(s) signing above, I grant permission for my children to use electronic mail* and the Internet. I understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Student Name(s) _____

Parent Name (Print) _____ Date _____

Parent Signature _____ Date _____

Principal _____ Date _____

Pastor _____ Date _____

Updated – January / 2014

5176.3 Student Off-Campus iPad Policy

Curriculum/Instruction

OLC Student Off-Campus iPad Policy

This policy is intended to provide an overview of student responsibilities when taking an OLC iPad or other OLC provided electronic device off school grounds.

1. I will follow the rules and guidelines listed in the OLC Acceptable Use Policy.
2. I will take good care of my iPad.
3. I will keep the iPad protected by keeping it in the case provided, at all times.
4. I will never leave an iPad unattended in a public place or in a vehicle.
5. I will ensure that the iPad's battery is fully charged and ready to use when I bring back to school. A loaner iPad may not be available for students who forget to bring their iPad to school or who forget to charge their iPad.
6. I will never loan my iPad to others without authorization from an OLC teacher.
7. I will keep all food and liquids away from my iPad.
8. I will not install any updates to the iPad.
9. I will leave the screen saver and background image and I will not change it.
10. I will not add any personal accounts or personal credentials (username and passwords) to the iPad, including but not limited to personal iTunes accounts, personal email accounts, personal Facebook accounts, etc...
11. I will not install any software or apps to the iPad.
12. I will not add any content (music, videos, etc.) to the iPad without authorization from OLC teachers. Only content for school projects are to be stored on the iPad.
13. I will use good judgment when operating the iPad camera. I will not take inappropriate photographs or videos of individuals, nor will I use photographs to embarrass or bully anyone in anyway.
14. Use of camera and microphone are prohibited in the classroom and hallway unless permission is granted by a teacher.
15. I will notify an OLC Teacher if the iPad is misplaced or damaged in any way.

16. I will be held responsible for any repair of damages to the iPad due to neglect or abuse.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal _____ Date _____

Pastor _____ Date _____

5202.1 Class Size

Curriculum/Instruction

Our Lady of Consolation Policy:

In order to meet the needs of all students and to provide a framework in which teachers and students can interact on an individual and class basis, Our Lady of Consolation shall use the following maximum class sizes as guidelines:

Kindergarten 30 (with an aide when class size exceeds 18 students)

Grades 1-3 30 (with an aide when class size exceeds 24 students)

Grades 4-8 30 (with an aide when class size exceeds 24 students)

Deviations from this policy may be made at the discretion of the school administrator in consultation with the pastor. These numbers shall be reviewed annually.

Principal

Date

Pastor

Date

Student

600 Code of Conduct

Student

All students shall be expected to share responsibility for maintaining a Christian atmosphere which is conducive to effective teaching/learning in all classes and school sponsored activities. All student behavior must be in accordance with Christian values with respect of personal and school property, other students, faculty and staff, administrators, church personnel, and visitors.

Students shall refrain from:

1. Illegal activity
2. Activity which could jeopardize the safety and/or welfare of others or oneself.
3. Activity which creates disturbances.
4. Activity which deny others equal opportunity of school offerings, facilities, or building usage.
5. Activity which threatens, intimidates, or coerces others, or could be interpreted as bullying.
6. Activity which defaces or destructs property (personal or school).

Students violating school rules (as stated in the Family Handbook) or the conduct policies of this school subject themselves to disciplinary action which may include suspension or expulsion as appropriate.

The principal is given the authority to develop rules and regulations consistent with this policy. The teacher has the authority to apply reasonable discipline strategies to correct inappropriate behavior. Should misbehavior continue or be serious in nature, the teacher is instructed to contact the parents to resolve the issue. For serious or prolonged disruptive or harmful behavior, the incident(s) is to be reported to the principal who is empowered to institute appropriate corrective measures.

Pastor

Date

Principal

Date

Updated: May / 2015

6010 Dress Code

Student

Our Lady of Consolation Policy

Our Lady of Consolation School’s Dress Code Policy is designed to encourage the proper atmosphere conducive to learning. The Dress Code Policy and its consequences are published annually in the Student/Parent Handbook. Students who violate the Dress Code Policy of this school subject themselves to disciplinary action.

Principal

Date

Pastor

Date