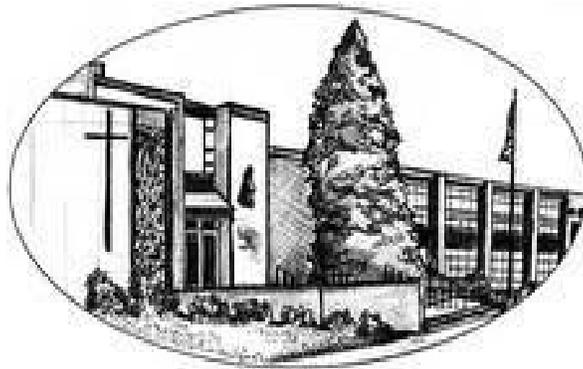


**St. Catherine of Alexandria
School**



**Parent-Student
Handbook**

2017 — 2018

St. Catherine of Alexandria School Handbook
Table of Contents

Mission Statement	5
Philosophy	5
Statement of Expectations	6
School Personnel	7
Volunteer Organizations	8
Daily Schedule	9
Preschool Schedule	9
Admission Statement	10
Admission/Registration Policies	10
Asbestos Compliance	11
Attendance	11
Bicycles	11
Bullying	12
Cell Phones	12
Chaperones and Volunteers	12
Charter for the Protection of Children and Young People	12
Child Abuse and Neglect Reporting	13
Child Custody	13
Classroom Celebrations/Parties	13
Classroom Visits	14
Communication	14
Compliance with State Laws	14
Concealed Carry: Illinois Law	14
Contact Lens Care	14
Crisis Plan	15
Constitution Testing	15
Curriculum	15
Discipline - Code of Conduct	15
Discipline Code - Group I	15
Discipline Code - Group II	16
Discipline Code - Group III	16
Discipline Code - Group IV	17
Early Dismissal	18

Emergency School Information	18
Excessive Absences	18
Extended Care	18
Extra - Curricular Activities	18
Academic Dishonesty	19
Extra Curricular Activity Eligibility Guideline	19
Academics	19
Conduct	19
Equal Opportunity Employment	20
Field Trips	20
Gang Activity	20
Grading	21
Health Requirements	21
Health Examination and Proof of Immunization	21
Dental Examination	21
Vision Examination	22
Medications at School	22
Medical Objection	22
Medical Records	22
Illness	23
Homework	23
Hot Lunch	23
Internet	23
Intimidation/Sexual Harassment Regulation	23
Library Program	24
Mass Attendance / Faith Development	24
Medical / Dental Appointments	24
Milk Program	24
Music Program	24
Parent / Guardian Conduct	25
Parent Conferences	25
Parish Policy Regarding Alcohol Consumption	25
Parish Policy Regarding Smoking	25
Photographs / Academic Work: Use and Publication	25
Promotion and Retention	26
Report Cards/ Progress Reports	26
Honor Roll Policy	26
Parent/Guardian Rights: School Records	26
Search and Seizure	27
School Incident Reporting System (SIRS)	27
School Records	27

School Security	28	
School Video Surveillance	28	
School Visitation Rights Act	28	
Snow Regulations	28	
Safety Patrol	28	
Special Education Programs	28	
Student Council	28	
Teacher Requests	29	
Technology Outside of School	29	
Textbooks	29	
T.R.I.P Certificates	29	
Tuition / Financial Obligation	30	
Uniforms	30	
Girls	30	
Boys	30	
School Shoes	30	
Physical Education Uniform	31	
Appearance	31	
Guidelines for Out of Uniform Days	31	
Uniform Vendors for Students	32	
Visitors		32
Amendment to the School Handbook	32	

2017-2018

ST. CATHERINE OF ALEXANDRIA SCHOOL

Mission Statement:

St. Catherine of Alexandria is a Catholic community, rooted in faith, family and friendship. We are responsive to the needs and concerns of those around us. We continually strive to grow in knowledge as we live out Jesus' words, "Come, follow me," and invite others to join us. St. Catherine of Alexandria parish established a school for the children of registered parishioners. Our school provides a Catholic education that promotes opportunities to catechize, assuring all students can develop spiritually, intellectually, emotionally, and physically, to the best of their ability, in a safe and secure environment.

Philosophy

St. Catherine of Alexandria School is a place where caring Adults model Christian behavior to Students and to each other. We acknowledge and believe:

- That Parents/Guardians are the fundamental teachers and primary caregivers of our students and we support that role.
- That St. Catherine of Alexandria School strives to educate the whole child-spiritually, intellectually, emotionally, and physically, by providing the child with the most current educational curriculum.
- That Students, Parents/Guardians, Teachers, Administration and Staff will work together to achieve our goal of community.
- That by example, Parents/Guardians, Teachers, Administration and Staff will continue to instill in and model for the children the attributes of Reverence, Respect, and Responsibility.

By accomplishing these goals, we will fulfill the mission of St. Catherine of Alexandria School. (Re-evaluated and re-approved – 2011)

**ST. CATHERINE OF ALEXANDRIA SCHOOL
STATEMENT OF EXPECTATIONS**

St. Catherine of Alexandria School seeks to provide a Christian environment in which all students can develop spiritually, intellectually, emotionally, and physically. It is important to realize that our school is an integral part of our parish community of faith. As such, certain responsibilities are expected of families that enroll their children in St. Catherine School. St. Catherine's School Board has developed the following "Statement of Expectations":

ALL FAMILIES WITH CHILDREN IN ST. CATHERINE SCHOOL ARE EXPECTED TO BE ACTIVE AND PARTICIPATING MEMBERS OF BOTH THE PARISH AND SCHOOL COMMUNITY. TO BE CONSIDERED ACTIVE AND PARTICIPATING, FOUR THINGS ARE EXPECTED:

- 1. A FAMILY LIFE THAT MAINTAINS CATHOLIC VALUES IN THE HOME.**
- 2. PARTICIPATION AT MASS AND IN THE SACRAMENTAL LIFE OF THE PARISH.**
- 3. PARTICIPATION IN PARISH AND SCHOOL ACTIVITIES.**
- 4. SUPPORT OF THE PARISH THROUGH WEEKLY USE OF SUNDAY ENVELOPES AND SUPPORT OF THE SCHOOL THROUGH TIMELY PAYMENTS OF TUITION AND FEES IN ACCORDANCE WITH THE SIGNED FINANCIAL AGREEMENT.**

Explanations of why we consider these precepts to be vital to the education of our children are as follows:

1. Home life has perhaps the largest influence, even greater than that of peer pressure, on our children. We expect that Christian values be taught and practiced in the home. Language and discussions should present and encourage Christian attitudes. Parents should model Christian behavior.
2. Being part of the Catholic faith community also has an effect on our children. We therefore encourage participation at Mass, reception of the sacraments of Reconciliation and the Eucharist, as well as an active family prayer life. Participation at Mass as a family provides an opportunity for discussion of Christian themes and an opportunity to model Christian behavior.
3. Active participation in parish and school activities is expected.

SCHOOL - attending all parent conferences; participating in all preparation sessions for the reception of sacraments; being familiar with and abiding by the rules set forth in the school handbook; volunteering for school duties (room parents, etc.); and participating in fundraising in some way (Carnival, T.R.I.P, Hot Lunch, and Family School)

PARISH - attending weekly Mass; participating in liturgical duties (Eucharistic ministers, lectors, ushers, etc.).

4. In accordance with the signed financial agreement, we encourage all families to contribute weekly to the parish through the use of their Sunday envelopes or Give Central. (Envelopes must have the amount of the contribution on

the front in order to receive proper credit.)

SCHOOL PERSONNEL

<u>Pastor</u>	Rev. Dennis Ziomek
<u>Principal</u>	Mrs. Michelle Edwards
<u>Assistant Principal</u>	Mrs. Sue Kehoe
<u>Preschool 3yr old half day</u>	Mrs. Sarah Roa
<u>Preschool 3 yr full day</u>	Ms. Annie Myren
<u>Preschool 4 yr old</u>	Mrs. Maureen Fadden
<u>Preschool 4 year old</u>	Mrs. Donna Marie Ivers
<u>Kindergarten</u>	Mrs. Kristin Reed and Ms. Ashley Smith
<u>First Grade</u>	Mrs. Sharon Duh and Mrs. Janet Zawaski
<u>Second Grade</u>	Mrs. Janet Otto and Miss Kirsten Hess
<u>Third Grade</u>	Mrs. Diane Janczak and Ms. Sabrina Kay
<u>Fourth Grade</u>	Mrs. Tracy Brown and Ms. Julie Kirsits
<u>Fifth Grade</u>	Mr. David Stonis and Mrs. Terri Rimkus
<u>Sixth Grade</u>	Mr. Steve Mohr and Mrs. Chris Enders
<u>Seventh Grade</u>	Miss Elyse Lunz and Miss Cathy Woods
<u>Eighth Grade</u>	Mr. Sean Haneberg and Mrs. Carolyn Anderson
<u>Computer</u>	Ms. Megan Soch
<u>Music</u>	Mr. Tom McNichols
<u>Physical Education</u>	Mrs. Laura Franks
<u>Resource</u>	Mrs. Terry Lonergan and Mrs. Donna Redmond
<u>Library</u>	Mrs. Miriam Sirani

Office Staff

Mrs. Carolyn Malone and Mrs. Mary Omiecinski

Director Religious Education (DRE)

Mrs. Mary Ellen Lynch

Volunteer Organizations

Family School Association Board

Jill Buczko
Cyndy Corley
Jen Bonen
Kristin Tortorello
Sherry Ebenau

Athletic Association

John Campbell, President

School Advisory Board

Erin Donahue – President
Kathy Shields
Gina O’Connor
Meaghan Leonard
Jamie Guardi
Jay Heidemann
Troy Koren
Dan Krapec
Colleen Reynolds

DAILY SCHEDULE

School doors on the playground side will open at 8:00 AM. Students will line up with their grade. Students will use either the gym doors or the doors near the Kindergarten. Students will walk directly to class. Students must be in their room by 8:10 or they will be considered tardy.

8:00 a.m.	FIRST BELL	Entrance to school
8:10 a.m.	PRAYER BELL	Students will be marked tardy if they are not in the classroom
11:20 a.m. to 11:55 a.m.	LUNCH PERIOD	Grades Preschool and grades 5-8
12:00 p.m. to 12:35 p.m.	LUNCH PERIOD	Kindergarten through grade 4
2:45 p.m.	GENERAL DISMISSAL	

Students should not arrive at school before 7:50 a.m. unless meeting with a teacher or participating in an extra curricular activity.

A student should not use the Church doors on Kedvale unless he/she is tardy (after 8:10 a.m.) or a parent has made a special request.

Dismissal - All students in Preschool, All Day Kindergarten and grades 1- 8 are dismissed by their teachers onto the **CENTER** lot. **NO CARS** are permitted on the **CENTER** lot during school hours. (A.M. Session Preschoolers-11:00 A.M. dismissal onto South Lot.)

Parents please do not stand in the areas where the children line up including areas where children enter the building and are dismissed. Family pets, especially large dogs, should not be brought into the dismissal areas. Parents are asked not to walk your child to their room. The teachers need to give their full attention to the children. If you need to communicate with the teacher, please send a note or request a meeting with that teacher. Patrol Students will assist the children if needed.

PRESCHOOL SCHEDULE

Half Day session (Dismissal at south end of gym)	8:00 a.m. - 11:00 a.m.
Full Day Sessions (Dismissal on center parking lot)	8:00 a.m. - 2:45 p.m.

POLICIES

ADMISSION STATEMENT

1. St. Catherine of Alexandria School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Catherine of Alexandria School admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. St. Catherine of Alexandria does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs (if the school has a loan program), athletic or other school-administered programs.
2. Students applying for 3 year old preschool, 4 year old preschool, kindergarten and first grade must meet the following age requirements as per state law guidelines:
Students entering 3 year old preschool must be 3 years old before September 1st.
Students entering 4 year old preschool must be 4 years old before September 1st.
Students entering kindergarten must be 5 years old before September 1st.
Students entering first grade must be 6 years old before September 1st.
3. Application for registration/acceptance is for the current school year.
4. Priority listing of acceptance:
 - A. Children from families with children already enrolled. “Registered parishioners with children in the 4 year old preschool program are considered in-school families and are eligible to automatically enroll in the kindergarten program for the following school year.” (approved January 2002) **(NON –REGISTERED PARENTS OF PRESCHOOLERS MUST REGISTER AT OPEN ENROLLMENT IN JANUARY.)**
 - B. Children of registered parishioners.
 - C. Children of Catholic families living within parish boundaries.
(Parish registration is required prior to school registration.)
 - D. Children from Catholic families living outside parish boundaries at the discretion of the principal. (These families would be required to become registered parishioners at the time of acceptance into school.)
 - E. Non-Catholic families at the discretion of the principal.
5. Transfer of new students is at the discretion of the principal.

Added note: Students in grades 1-8 who transfer to St. Catherine of Alexandria School from another school will be on academic and conduct probation for one year. Transfer students may also be referred for placement testing.

ADMISSION/REGISTRATION POLICIES

Children registering at St. Catherine for the first time must present the following:

1. An official copy of the child’s birth certificate which is reviewed, copied and returned to the parent/guardian;
2. The baptismal record (if applicable)
3. A record of compliance with local and State of Illinois health requirements.
4. Non-Refundable Registration Fee, Curriculum Fee, Technology Fee (if applicable).

Missing Children Records Act (325 ILCS 50/)

For every child enrolled in a Catholic elementary school in the Archdiocese of Chicago, a written notice must be given to the person enrolling the child that within 30 days, he or she must provide either: (1) a certified copy of the child's birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity. When the person enrolling the child provides the school with a certified copy of the child's birth certificate, the school shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child. Once the school has been provided with a certified copy of a child's birth certificate as required, the school need not request another such certified copy with respect to that child for any other year in which the child is enrolled in the school.

Failure to Produce Birth Certificate or Other Reliable Proof

Upon failure of a person enrolling a child to comply with the required birth certificate or other reliable, acceptable proof, the school shall immediately notify the Illinois Department of State Police (IDSP) or the local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he or she has 10 additional days to comply. The school shall immediately report to the Illinois Department of State Police (IDSP) any affidavit received pursuant to the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content.

Enrolling Transfer Students

Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his/her record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Any elementary or secondary school requested to forward a copy of a transferring student's record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged, in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.

ASBESTOS COMPLIANCE

St. Catherine School is in compliance with all regulations of current law regarding asbestos. Our school has been re-inspected, and a copy of the inspection report and the management plan (AHERA Report) is on file in the school office.

ATTENDANCE

Students are required to be punctual and in daily attendance (105 ILCS 5/Art. 26). It is the parent's responsibility to call the school office to notify the staff if a child will be absent. The following procedures are to be followed:

1. For the child's protection, parents/guardians are required to phone the school office (708-425-5547) before 9:00 a.m. every day of absence, except for extended illness. (If a parent/guardian does not contact the office regarding a child's absence, we will call to confirm a student's whereabouts.)
2. The student will have the same amount of days to make up the work as the number of days he/she was absent. It is the student's responsibility to ask the teacher for assignments missed.

3. St. Catherine of Alexandria School complies with all State regulations regarding the maximum number of days a child may be absent from school. **Please note: Excessive absenteeism may result in a child being recommended for summer school and/or retention depending on the child's academic progress.**
4. Children not in attendance during the school day may not participate in after school events, including athletics.
5. Eighth grade students **are strongly encouraged** to schedule “shadow days” on the days when classes are not in session at St. Catherine School. Parents, please check the High School’s calendar when scheduling “shadow days”.

BICYCLES

Those students who have parental permission may ride their bicycles to and from school. All bicycles must be locked and kept in the racks provided. Bicycles may not be ridden on the playgrounds; riders are expected to WALK their bicycles on and off the playgrounds. If a student is participating in after school programs their bikes should be secure with a lock at the bike rack.

BULLYING

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically;
- occurring on campus or off campus during non-school time; and
- 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’s academic performance;
 - interfere substantially with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying. Bullying by a student or students may result in suspension and/or expulsion from the school.

CELL PHONES

The use of cell phones is strictly prohibited! Cell phones should be turned off and left in the student’s backpack during school hours and after school activities. If these rules are not followed, and the cell phone is found with the student, the cell phone will be taken by their teacher and must be picked up in the Principal’s office by a parent/guardian.

The use of electronic hand held devices are not allowed in the school building during school hours. If the student is using an electronic device during school hours, it will be taken away and the parent/guardian will be called to pick up the device.

CHAPERONES AND VOLUNTEERS

Parents and guardians are encouraged to participate in all aspects of the school. Volunteering helps build a positive and productive school community.

Volunteers, including chaperones and coaches are required to complete the following to comply with the Protection of Children and Youth policies of the Archdiocese of Chicago (see section on “Charter for the Protection of Children and Young People” below)

- Asking to chaperone does guarantee that you will be chosen to chaperone an event.
- Regardless of one’s compliance with the safe environment protocols for the Protection of Children and Youth, the school principal reserves the right to decline an offer to volunteer and/or prohibit an individual from volunteering for a school sponsored event.

CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

The safety and protection of children is a concern we all share. The Archdiocese of Chicago has initiated a number of policies and procedures to ensure confidence that anyone who is ministering in our parishes and schools can be trusted with our children. All information can be accessed on our website or at www.archchicago.org. **All clergy, employees, and volunteers, who work with children and young people under the age of 18 for three hours a month or more, are to complete all the steps outlined below:**

- **COMPLETE A BACKGROUND CHECK.** The background check can be completed online through eApps. Clergy and employees complete the employee application and volunteers complete a volunteer application. **No one can begin to work or volunteer unless they have completed a background check and the background check has been approved.**
- **Code of Conduct:** Read code and sign the Acknowledgement Form.
- **CANTS form.** This is the State of Illinois Child Abuse and Neglect Form. **This form must be completed annually and returned to the school office.**
- **Attend a Protecting God’s Children/VIRTUS program** safe environment training.
- Complete VIRTUS Continuing Education bulletins.
- All coaches must complete Mandated Reporter Training and submit the certificate to the school office.
- As of July 1, 2007, all new teachers are to be fingerprinted

CHILD ABUSE AND NEGLECT REPORTING

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child’s welfare at the time of the abuse or neglect. Neglect may include failure by a parent or guardian to provide necessary food, shelter, medical care, and school attendance.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. Anyone may report suspected abuse or neglect. If you know of such a problem, the 24-hour DCFS hotline is 1-800-252-2878. You do not need to give your name.

CHILD CUSTODY

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CLASSROOM PARTIES AND BIRTHDAY CELEBRATIONS

- Any snacks/treats provided to a classroom party/celebration should be prepackaged and meet the dietary needs of all students in the classroom. Nutritional information and ingredient content must be provided to ensure the safety of all children in the classroom.
- Room parents should confirm dietary restrictions of students in that classroom prior to planning parties/celebrations. The school must be informed in advance of any food choices planned.
- All parents in a classroom will be informed if a student in that classroom has a serious food allergy. Any food shared with the class should be free of those allergens.
- Homemade snacks/treats are not allowed for birthday/classroom celebrations.
- Treats sent to school for birthdays must be pre-packaged and will be sent home with the students at the end of the school day.
- The focus of parties/celebrations will be games, crafts and activities.
- For birthday celebrations, parents are encouraged to consider sending non-food items. Possible alternatives include donating a book to the classroom library or a game to the indoor recess collection.

CLASSROOM VISITS

Neither parents nor guardians are permitted to visit their child(ren)'s classroom(s) without previously checking in at the school office and obtaining permission to do so.

If a child(ren) is/are late, they must check in at the school office to obtain a late slip. This applies to students in all grades (preschool through 8). Parents are not permitted to escort their children to their classroom.

Out of respect for students and staff, instruction may not be interrupted to deliver items a student may have forgotten at home. When it is necessary for a parent/guardian to bring materials to school, they are to deliver the item(s) to the office with the child's name and grade clearly marked on them. The office staff will deliver the items to the proper classroom.

COMMUNICATION

The Catholic school, while having an impact on the religious, social, emotional, physical and mental development of the student, cannot replace the vital role played by parents and guardians. Therefore, it is the expectation of the school that each parent/guardian partner with the school in the education process. On our part, the school will communicate to our families through regular newsletters, emails, written reports, phone calls, PowerSchool, school websites, parent/guardian updates and meetings. We ask that parents/guardians respond by reading all forms of written communication sent home and attend parent meetings and conferences.

- We also ask that parent/guardians take care and avoid any form of gossip whether it is verbal, or electronic on social websites such as Facebook. Gossip and other forms of disrespectful behavior damage the overall mission of St. Catherine of Alexandria School and are counterproductive.
- It is also critical that parents and guardians refrain from using previous email distribution lists to send an unsanctioned school related email to their child(ren)'s classmates' parents/guardians.
- Should a concern arise, parents/guardians are asked to communicate directly with the school (teacher and/or principal) in order to resolve issues and address concerns as quickly and courteously as possible.

COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

In addition to others described elsewhere in this handbook, St. Catherine of Alexandria is compliant with federal and state requirements as they relate to private schools:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Americans with Disabilities Act of 1990 (Title VII of the Civil Rights Act)
- Individuals with Disabilities Education Act
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).
- Plyer v. Doe (457 U.S. 202, 102 S.Ct. 2382)

CONCEALED CARRY: ILLINOIS LAW

Illinois State Law prohibits the possession of any concealed firearm on St. Catherine of Alexandria property, including: the school; parking lot; and gymnasium as well as during all school/parish-sponsored events. Signs are posted, throughout the property, warning people with firearms that these weapons are prohibited.

CONTACT LENS CARE

All students who wear contacts should have a personal care kit in school (book bag) in case of an emergency.

CRISIS PLAN

St. Catherine of Alexandria School has developed a CRISIS PLAN which sets forth actions to be taken in the event of an emergency situation or a safety or security problem. This plan is reviewed, and updated annually by the faculty, Oak Lawn Police and Fire Departments and school personnel. Copies are kept in every classroom and filed with the State Fire Marshall. This plan is practiced periodically throughout the school year.

In the event that it becomes necessary to close school unexpectedly due to weather or some other reason, we must be able to contact all of our school families. Parents will be notified by School Messenger.

CONSTITUTION: INSTRUCTION AND TESTING

Middle School students prepare for the administration of the Illinois Constitution Test, as well as the United States Constitution Test during social studies classes. Students must achieve a passing grade on each of these tests as a prerequisite for graduation.

CURRICULUM

At the direction of the Office of Catholic Schools, St. Catherine of Alexandria School follows the Common Core State Standards as a basis for instruction.. The Common Core State Standards cover all subjects, with the exception of religion. Our Religion Curriculum is a publication of the Office of Catholic Schools.

DISCIPLINE- CODE OF CONDUCT

In order to create an atmosphere in which children can grow and learn, guidelines for appropriate behavior are necessary. The goal of these guidelines is to help lead a child to self-discipline. The school should be an extension of the home in

guiding the child's growth in the development of Christian attitudes and behavior. The responsibility for the initial formation of Christian values, attitudes, and behaviors belongs to parents.

Expectations:

All students of St. Catherine's are expected to:

- ❖ **Behave with REVERENCE, RESPECT, AND RESPONSIBILITY.**
- ❖ Exhibit Christian behavior and attitudes in their relationships with fellow students, teachers, aides, and all school personnel.
- ❖ Conduct themselves quietly when entering and leaving building; walking through hallways; and using rooms common to all.
- ❖ Exhibit pride and respect for school property and grounds.
- ❖ Observe general school rules as well as those expected by each individual teacher.
- ❖ Bring to school only those things which are necessary and appropriate for school.

The essence of Christian discipline is self-discipline. The student must be free to choose one form of behavior or another, and to take upon him/herself the consequences of that chosen action. Respect, order, and self-control are an outgrowth of good teaching at home and at school. The faculty will maintain good order and discipline at all times: in the classroom, on school grounds and at all school events. Reverence, respect and responsibility are the cornerstones of the St. Catherine of Alexandria Discipline Code of Conduct.

DISCIPLINE CODE—GROUP I

Acts of Misconduct

These acts of misconduct include those students' behaviors, which disrupt the orderly education process in the classroom or throughout the school. Some examples of this misconduct which may lead to disciplinary action are:

1. Running and/or making excessive noise in the hall or building.
2. Leaving the classroom without permission.
3. Initiating or participating in gossip about another student verbally or through such avenues as passing notes or social media.
4. Displaying any behavior which is disruptive to the orderly process of classroom instruction.
5. Being out of uniform.

Disciplinary Actions for Group I Misconduct

First Violation:

Minimum: Verbal reprimand; student reflection

Maximum: Detention; suspension from extra curricular activities for up to 7 days

Repeated violation:

Minimum: Mark on incentive card

Maximum: In-school suspension

DISCIPLINE CODE—GROUP II

Acts of Misconduct

These acts of misconduct include those student behaviors, which disrupt the orderly educational process of the school, such as the following:

1. Exhibition of any hostile actions, intimidation, or threats toward another student, including via social media.
2. The use of profane, obscene, racial, indecent, immoral, or offensive language or gestures.
3. Displaying disrespect toward any school personnel including parent volunteer.
4. Disrupting behavior on a bus during a field trip.
5. Having or bringing pornography or indecent material into the school or on the school grounds.
6. Defying the authority of school personnel.
7. Possessing matches/lighter, cigarettes, or any form of tobacco in school.
8. Spreading rumors, especially those of a sexual nature.

DISCIPLINARY ACTIONS

First Violation:

Minimum: Mark on incentive card; parent notification

Maximum: Parent-teacher-student-principal conference; suspension

Repeated Violation:

Minimum: Detention. Referral to counseling where appropriate.

Maximum: Expulsion.

DISCIPLINE CODE GROUP III

Acts of Misconduct

These acts of misconduct include those students' behaviors, which seriously disrupt the orderly educational process in the classroom and or the school, such as the following:

1. Smoking, defined as holding a lighted cigarette, cigar, or pipe in or around the school property.
2. Failing to attend school or class without a valid excuse.
3. Persisting in serious acts of disobedience or disorderly behavior including bullying behaviors such as participation in malicious gossip about another person, persistent exclusion of a student or verbally attacking a student using sexually or racially charged nicknames or comments, including via social media.
4. Making indecent, immoral, obscene or offensive propositions or exhibitions.
5. Having or using fireworks in school, on school grounds, or during school sponsored activities.
6. Vandalism of school or of student property. This includes any form of graffiti.

Disciplinary Actions

First Violation:

Minimum: Teacher-student-parent-principal conference. Payment for damage from vandalism. Referral to counseling where appropriate. Police may be notified, as law directs.

Maximum: One to three days in school or at home suspension/after school or weekend work detail. Police notified. Expulsion.

Repeated Violation:

Minimum: At home suspension for one to five days. Suspension from extra curricular activities for up to 21 days. Police may be notified. Referral to counseling where appropriate.

Maximum: Expulsion. Police notified as law directs.

DISCIPLINE CODE GROUP IV

Acts of Misconduct

Those acts of misconduct which very seriously disrupt the orderly educational process in the classroom and/or the school. In most cases these behaviors are also illegal, such as the following:

1. False activation of a fire alarm.
2. Assault/battery on any student, teacher, or school personnel.
3. Possession or use of alcohol or illegal drugs at school or any school event.
4. Use of intimidation, coercion, or force against any student or school personnel. This includes but is not limited to prolonged and aggravated spreading of rumors seeking to destroy a student's reputation as well as sexual harassment that are intense and unabating after intervention.
5. Use, possession, and/or concealing of a weapon at any time.
6. Verbal or written threat involving a weapon.
7. ANY involvement with gangs, any conduct or association to gang-related activities when in or outside of school.
8. Display of signs/symbols on paper, notebooks, textbooks, or other possessions that may be gang related.
9. Students wearing clothing/symbols/colors that may be in the manner it is display, be gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps, and other forms of clothing.

Disciplinary Actions

First Violation

Minimum: Teacher-student-parent-principal conference. Mandated counseling for use of drugs including alcohol, violent behavior and bullying behavior. This must be approved by the school. Police may be notified as law directs.

Maximum: Expulsion/Police notified as law directs.

Repeated Violation:

Minimum: In school or at home suspension. Suspension from all school activities for up to 30 days.

Maximum: Expulsion/Police notified as law directs.

A suspended student is responsible for assignments and subject matter covered in class during enforced suspension. It is mandatory that a suspended student makes up time lost during a suspension before and after school. A conference with the parent and child is required for readmittance. Parents will be given written notice of an in-school suspension and the reason why this action was taken. The suspended student may not participate in any school activity or event, including sports, during this period. Before expulsion takes place, a meeting will be held with the principal, student, and parents. After this meeting, the decision on expulsion will be communicated to the students and the parent. School authorities are allowed to inspect and search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.

This Code of Conduct provides definitions of behaviors and outlines for possible consequences. These examples are meant to be a guideline and not intended to be exhaustive lists; that is, the behavior and consequences covered by the definition include, but are not limited to, the examples given.

ACADEMIC DISHONESTY

St. Catherine of Alexandria takes academic integrity seriously. Any student that is deemed to have cheated will receive a consequence, including a zero on the assignment and a detention. Academic dishonesty may be defined as copying answers on an exam or homework assignment, providing answers to a peer, changing answers on an exam after the appropriate time, plagiarism, or accessing answers in an unapproved manner, including the use of electronic device.

EARLY DISMISSAL

If a student is to leave school before the time of regular dismissal, a written request from the parent or guardian must be submitted to the office. When leaving the building, the student must be met at the office by the parent or other designated adult who must sign the early dismissal roster.

EMERGENCY SCHOOL INFORMATION

In the event of severe weather conditions, we will follow the Archdiocesan general policy:

"All schools should stay open during winter storms for as many pupils as can make their way to school."

It is further recommended that, whenever possible, suburban schools coordinate with the local public school district.

If a school closing is necessary, the message will be relayed as early as possible via the following:

A.M. Radio:	WBBM, WGN, and WMAQ
T.V.:	Channel 2, Channel 5, Channel 9, Fox TV, and CLTV
School Website:	www.scaoaklawn.org
Notification:	SCHOOL REACH

EXCESSIVE ABSENCES

Excessive absences without a substantiated medical or family reason interfere with the continuity of a child's education and can adversely affect a student's academic progress.

- Should absences exceed 18 days (10% of the required school days) during an academic year, a meeting will ensue with parents or guardians to discuss their child's academic standing and the possibility of repeating a grade.

EXTENDED CARE PROGRAM

Extended Care is available for students from 7:00 a.m. to 8:00 a.m. and from 2:45 p.m. to 6:00 p.m. To participate in this program, families must submit a yearly registration form and a \$25.00 per child registration fee (or \$50.00 per family). The fee is \$5.00 an hour for one child and another \$2.00 per hour for each additional child in a family. The coordinator for the A.M.-P.M. Extended Care program will oversee the daily activities and the billing. If you are unable to pick up your child at dismissal he/she will go directly to Extended Care. If you have any questions, please, call the school office for information and registration forms.

Please note: There is NO Extended Care on early dismissal days.

EXTRA -CURRICULAR ACTIVITIES

St. Catherine offers many extra-curricular activities for the enjoyment of students and to develop abilities that may not be emphasized formal classroom setting.

Participation in extra-curricular activities is a privilege. Activities may change based on funding, staffing and availability.

Current activities include, but are not limited to:

Band

Band lessons are offered to students in Grades 4 through 8. St. Catherine of Alexandria School band performs both Christmas and spring concerts.

Choir

Students in Grades 3 to 8 may join St. Catherine of Alexandria School children's choir. Practices are after school (day to be determined) from 2:45 p.m. to 3:45 p.m. The choir sings at many 9:00 a.m. liturgies on Sundays (including Family Masses) and at all-school liturgies during the school year. Voice lessons are available by contacting Mrs. Simon.

Open gym program

Our gymnasium is used for a variety of OPEN GYM activities after school hours according to a prearranged yearly schedule. The annual schedule is announced in the fall. The program is supervised by the physical education coordinator.

Sports program

Sports programs sponsored and organized by the Athletic Association. See their handbook for further details. A separate page is also provided with parent guidelines.

Beyond the books

This is an after school program developed by the St Catherine of Alexandria Staff.

Spanish

Spanish will be taught to grades 4th – 8th as part of their weekly schedule.

EXTRACURRICULAR ELIGIBILITY GUIDELINES

Participation in St. Catherine's extra curricular programs is a **privilege** that requires commitment to responsible behavior at all times during the school year. The following rules are intended to clarify responsible behavior and give our students direction. St. Catherine's goal is for students to maintain a solid academic and behavioral record throughout the entire school year.

ACADEMICS

1. On a weekly basis teachers will review student progress. Teachers will submit grade reports to the office each Wednesday with the names of students that are not earning a passing grade in a subject area. In order to give students ample time to earn grades the reviews will begin the third week of each trimester.
2. If a student is not earning a passing grade in a subject, he or she will receive a notice of probation. The probation is a warning which gives the student an opportunity to improve their grade. Parents will be notified of the probation by the principal or assistant principal.
3. If after a week's probation a student does not earn a passing grade the student will be ineligible for one week.
 - The week is from Thursday to the Wednesday of the following week.
 - Parents will be notified of the ineligibility by the principal or assistant principal.
 - Students will not be allowed to attend meetings, games, practices, or any other activity associated with the extracurricular activity during that week.

- Adults responsible for extracurricular activities, i.e., moderators, coaches, advisors, etc., will be notified of the ineligibility status by the principal or assistant principal.
 - Moderators, coaches, and advisors are examples for our students. They will follow the guidelines and not allow students to participate in the extra-curricular activity.
 - If necessary a meeting with classroom teachers, assistant principal, and principal will be scheduled to create a plan to help the student succeed.
 - Adults responsible for extracurricular activities, i.e., moderators, coaches, advisors, etc., will be promptly notified by Thursday if the student is eligible to return to the extracurricular activity.
4. If a student continues to struggle to maintain passing grades, a student action plan will be created to help the student improve their academic performance. If the student action plan is not successful, a student may be removed from the extra- curricular activity.

CONDUCT

1. Appropriate conduct must be maintained in the classroom and at all school functions. Persistent and/or serious misbehavior and disrespect will result in a week’s probation. If the misbehavior continues after the probation, the student will be ineligible for one week.
- The week is from Thursday to the Wednesday of the following week.
 - Parents will be notified of the ineligibility by the principal or assistant principal.
 - Students will be not be able to attend meetings, games, practices, or any other activity associated with the extra- curricular activity.
 - Adults responsible for extra-curricular activities, i.e., moderators, coaches, advisors, etc., will be notified of the ineligibility status by the principal or assistant principal.
 - Moderators, coaches, and advisors are examples for our students. They will follow the guidelines and not allow students to participate in the extra curricular activity.
 - If necessary a meeting with classroom teachers, assistant principal, and principal will be scheduled to create a plan to help the student.
 - Participation in athletic activities is a privilege. The privilege can be revoked at the discretion of the principal for extreme behavior.

A student who was absent from school is not allowed to participate in extra-curricular activities that given day.

EQUAL EMPLOYMENT OPPORTUNITIES

In employment practices, the school shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, or mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

FIELD TRIPS

At various times during the year, many teachers take their students on educational field trips. A parent is notified in advance of all the details and is required to sign permission slips in order for their child to participate. Transportation and admission fees may be required. Parents/guardians choosing not to give permission for their children to participate in field trips will make arrangements for the children’s care outside of school for the days of the scheduled trips. By choosing not to have their children participate in the educational, cultural, and social experience for those days, the responsibility for

the supervision of students becomes that of the parents/guardians. Students that do not attend school due to the non-consent of parents/guardians will be recorded absent on the day of the field trip.

Each child must present a permission slip signed by his/her parent/guardian in order to take part in the field trip. Students that have not submitted permission slips on the day of the field trip will not be able to attend the trip. Verbal permission over the phone is not acceptable. Completed (signed/dated) permission slips may be faxed to the School Office (708-425-3701).

Field trips are privileges afforded to students, not absolute rights. Students who do not meet academic or behavior guidelines may not be allowed to participate in a class' field trip, but would be required to attend school.

Parents must be **VIRTUS** trained, registered on **eApps**, and **CANTS** and **Code of Conduct Acknowledgement** forms must be up-to-date, in order to be a chaperone on any school trip.

GANG ACTIVITY

Gang-related activities are contrary to Catholic School Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable. Gang activity may result in suspension and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement. The administrator shall also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS) of any drugs and/or fire arms.

GRADING

GRADE	RANGE	DESCRIPTION
A	93-100	Consistently does superior work in accomplishing goals, objectives, and requirements.
B	85- 92	Overall above average work in accomplishing goals, objectives, and requirements.
C	77- 84	Overall average work in accomplishing goals, objectives, and requirements.
D	69 - 76	Overall below average work in accomplishing goals, objectives, and requirements.
F	68-0	Overall unsatisfactory work in accomplishing goals, objectives, and requirements.
I		Student will have 2 weeks to complete assignments otherwise the I becomes a F
ME		Medical Excuse for Physical Education

HEALTH REQUIREMENTS

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. *These records are to be presented to the school before the first day of school.* If a child is not in compliance with the health and immunizations requirements by the first day of school, the Principal may exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health records will be reviewed annually and parents whose children have not been immunized in compliance with the law will be notified. Should you receive such notification, please have your child immunized immediately. Your child will be **excluded from school by October 16** if his/her immunization record is not complete.

Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

- immediately prior to or upon entrance into any public, private or parochial preschool or transferring from outside the state of Illinois
- prior to entering *kindergarten or the first grade*,
- upon entering *sixth and ninth grades*.

PLEASE NOTE: Hepatitis B vaccine is required for all children entering school. Since the Hepatitis B immunization is given in a series, you are encouraged to begin this process as soon as possible so the children can complete the series before school starts in August.

Dental examinations

All children in kindergarten and the **second and sixth grades** shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Proof of having had a dental exam is to be submitted to the school **no later than May 15**. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

Vision examinations

Effective January 1, 2008, all children enrolling in public, private or parochial schools for the first time, or entering kindergarten, shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school no later than October 16. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families that show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Medication at school

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, under guidelines from the State of Illinois and the Office of Catholic Schools, that school personnel including teachers, administrators and administrative staff shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication. All medications to be administered to students at school must be accompanied by a Medication Authorization form signed by both the physician and a parent/guardian. **This includes over the counter medication such as pain relievers and cough drops.** New forms must be provided at the beginning of each school year. All medication must be provided by the

parent/guardian in its original container whether it is prescription or over the counter. Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

In certain instances, such as severe allergies or asthma, students may be permitted to carry their medications as per doctor instructions. Parents need to file the appropriate paperwork for this ahead of time. Inhalers and EpiPens must be clearly marked with the child's name. If the use of an EpiPen is necessary, 911 and parents will be called.

Medical objections

The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.

Questions regarding *medical exemptions* should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

- Religious Objection to Immunization and Vision Examination
Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination. The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.
- *The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time such objection is presented.*

Medical records

- Each family must have an **emergency card** on file in the office. An updated emergency card must be turned in at the beginning of each school year. Any subsequent changes, e.g., telephone number change or health problems should be reported to school immediately. Every child with special health problems, e.g., epilepsy, diabetes, allergies, asthma, heart conditions, or any physical disabilities should have this noted on the Emergency card. This knowledge may be of utmost importance in dealing with emergency situations.
- Additionally, every child in every family every year **MUST** have an individual medical form on file in the school office. Forms are sent on Book Day.
- A set of medication and emergency information forms must be filled out and submitted for each child annually.
- Archdiocesan Health Policy forms must be completed by every family annually.

Illness

Children should be kept home when they exhibit symptoms of:

- A fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating). Students should not return to school until they have been fever free for at least 24 hours without the use of fever-reducing medicine.
- An illness that has caused vomiting or diarrhea during the previous 24 hours, unless the vomiting/diarrhea is known to be caused by a condition that's not contagious.
- A severe cold or cough

HOMEWORK

Homework is a follow up to lessons which a child does in class. It is expected that all children will do homework. The amount and kind will vary according to the child's age and ability. Homework can include written assignments, study, review and reading in various subject areas, assignments not completed in school, necessary drill and library reading. Late assignments will be handled according to the procedure established in each class. As a rule, homework is given in some areas daily; however, it is not unusual to have a long-range assignment for homework. Although not a weekly practice in all grades, homework may be given on weekends. Assignment notebooks are sold by the school to students in Grades 2 through 8. This notebook should be checked daily by parents. Parents should check teachers' weekly weblogs daily.

The student will have the same amount of days to make up the work as the number of days he/she was absent. It is the student's responsibility to ask the teacher for assignments missed.

HOT LUNCH

A Hot Lunch program is offered to students every Tuesday. Volunteer parents prepare weekly menus from such places as Wendy's and Kentucky Fried Chicken, etc. Order sheets are sent home on a monthly basis for students to make their selections. Participation is voluntary.

Students bring their lunches from home on all other days. Parents please do not drop off fast food for your child's lunch. It is not our policy to do so.

INTERNET

Access to the Internet is available at St. Catherine of Alexandria School for use during the regular course of study under adult supervision. The Internet hook-up has a "Zero-Tolerance" program built into it which prevents those using the Internet from accessing inappropriate web sites. The teacher in that room will closely monitor all student activities during Internet use. Parents are required to sign a permission/disclaimer form releasing St. Catherine of Alexandria School and its personnel from responsibility should their child/children use the Internet improperly.

INTIMIDATION/SEXUAL HARASSMENT REGULATION

The Pastor, administration, and staff of St. Catherine of Alexandria School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

Sexual harassment or intimidation by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment or intimidation will be subject to appropriate discipline, including suspension and/or expulsion.

This harassment can include (but is not limited to) both verbal and/or physical inappropriate behavior.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

LIBRARY PROGRAM

The library is located in the annex wing on the second floor. All students in grades 1-3 have one library period per week.

Regular books may be borrowed for a period of one week and may be renewed as needed. The book card must be signed with the student's name and homeroom number.

The date stamped in the book is the date on which the book is due. Overdue notices will be sent if a book is over one week overdue.

The library is also a place for individual study and research. An attitude of quiet and seriousness should be exhibited by the students using its facilities. Any misconduct on the part of the student, such as disrespect, discourtesy or disobedience toward school personnel, visitors or other students; immature and inappropriate conduct; vulgarity or disruptive behavior will not be tolerated. Students guilty of such misconduct will have library privileges revoked. When the Internet is available in the library, the same permission/disclaimer form applies.

MASS ATTENDANCE / FAITH DEVELOPMENT

The school exists to foster and promote our Catholic faith. Incorporated throughout the school day are many lessons, activities, prayers, and devotional moments that are designed to foster and strengthen students' faith. At St. Catherine of Alexandria Catholic School we believe all of us are part of God's family, and therefore we look after each other with the care and love of a Christian family.

As the Mass is the very heart of our Catholic faith, it is the expectation of the faculty and the clergy that all students attend Mass on Sunday with their families. It is our belief that a Catholic education has the most impact on a child's character and academic development when the family participates and takes a leadership role in the religious education of their children. Grades K through 8 will attend a weekly school mass throughout the school year on days to be determined.

MEDICAL/DENTAL APPOINTMENTS

Whenever possible, doctor or dental appointments during school hours should be **AVOIDED**. Should such an appointment be necessary, the student must present a written notice from the parent. The student must be met at the office by the parent or other adult designated by the parent.

MILK PROGRAM

Our Government-subsidized Milk Program has been approved for the 2017-2018 school year. White or chocolate milk may be ordered for the school year at \$30.00 per child for the year. Milk will be served on Hot Lunch Days. If you feel you qualify for free milk for your child/children, please contact the school office for information regarding guidelines for this program.

MUSIC PROGRAM

The music program's main goal is to provide a multi-dimensional experience in music that will last throughout a student's life. Music class will be provided for students in Grades Pre K (full day) – 4. The students in Preschool to Grade 4 perform in the Christmas program in the Church. Students are expected to participate in the music programs.

PARENT / GUARDIAN CONDUCT

As partners in the education of children, the parent / guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the

school reserves the right to require the parent / guardian to either remove their child(ren) from the school and/or not accept registration for the next school year.

- Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of, or threats to the faculty, administration, staff, students and/or volunteers of the school.
- Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.
- Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:
 - schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
 - conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor and the Office of Catholic School Regional Director, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- inform the parent/guardians of their right 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.

PARENT CONFERENCES

Parent conferences for all students in 3 and 4 Year Old Preschool through Grade 8 are held at the end of the first grading period. Appointments are scheduled in advance. Parent conferences requested by a teacher or by a parent will also be scheduled during the third marking period. In addition, a parent may contact a teacher for a conference whenever they think it may be necessary.

PARISH POLICY REGARDING ALCOHOL CONSUMPTION

On February 1, 1995, the Pastoral Council approved the following policy:

It is the policy of St. Catherine of Alexandria Parish that at events where children are the main focus, alcohol may not be served.

PARISH POLICY REGARDING SMOKING

This is a smoke free campus. Effective January 1, 2008 smoking is banned in all public places and schools in the State of Illinois.

PHOTOGRAPHS/ACADEMIC WORK: USE AND PUBLICATION

On occasion, St. Catherine of Alexandria School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, parish bulletins and other public relations material. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Forms, granting permission for publication of students' photos and work are distributed at the beginning of the school year. This form will remain in effect until the parent/guardian requests a change in writing. If forms are not returned, it will be assumed that permission has been granted for children's photo or academic work to be included in any form of communication.

PROMOTION AND RETENTION

While the decision to promote or retain a student generally shall be a cooperative one made by parents, teacher and administrator, nonetheless, the principal has ultimate authority to make such a decision. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year. The decision to retain a student shall be made only if there has been adequate evaluation and documentation which indicates that the student would most likely profit from retention.

Saint Catherine of Alexandria School follows the promotion/retention policies of the Chicago Archdiocese.

REPORT CARDS/PROGRESS REPORTS

All students in Preschool to Grade 8 will receive report cards 3 times per year in November, March and June. Students in Grades 5 to 8 can access report cards through Power School. Students in Grades 3 to 8 receive progress reports three times a year in the middle of each trimester.

	<u>Progress Report</u>	<u>Report Card</u>
1st Trimester	Thursday 10/05/17	Thursday 11/16/17
2nd Trimester	Thursday 01/18/18	Thursday 3/1/18
3 rd Trimester	Thursday 4/12/18	Tuesday 6/5/18

Honor Roll Policy

The primary obligation of St. Catherine of Alexandria School is the total education of its students. As a Catholic community it is important to recognize students who broaden and enrich the academic community. Students are personally responsible for their academic work. An Honor Roll student at St. Catherine of Alexandria is held to the highest level of academic achievement and good behavior. Students are named to the Honor Roll based on criteria listed below.

High Honors – 3.7 – 4.0

Honors 3.0 – 3.6

An Honor Roll student at St. Catherine of Alexandria must also earn Satisfactory grades in Gym, Computers, Spanish, and Art. Students earning one or more detentions in a trimester will not be eligible for Honor Roll.

PARENTS’/GUARDIANS’ RIGHTS: SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools, has adopted Guidelines for School Records. These guidelines describe parents’/guardians’ rights to their child’s records maintained by the Archdiocese of Chicago Catholic Schools.

- Right to inspect: Following local school procedures, parents have the right to look at all of their child’s records maintained in their child’s permanent record. A parent/guardian or an eligible student that wishes to inspect education records shall submit a written request to the student’s School Principal. This request shall identify as precisely as possible the education record or records s/he wishes to inspect. The request

shall be placed in the permanent file. The School Principal or his/her designee shall be present when a parent/guardian or eligible student inspects records.

- Right to prevent disclosure
The school will not disclose anything to third parties from a child's records unless:
 1. Written consent, from the parent/guardian, is provided prior to disclosure; or
 2. The parent/guardian has not requested the information to be kept confidential; or
 3. The request for the information meets one of the limited circumstances described in the guidelines.
- Right to request correction
Parents/guardians have the right to present evidence that the school shall amend any part of their child's record which they believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, parents/guardians may insert an explanation into the record.
- Request for Records – Court Order for Records
In cases when records are subpoenaed, the subpoena should state specifically the records being requested.
- Rights of Non-custodial Parents
The school abides by the provisions of the Family Educational Rights and Privacy Act with regards to parents' rights of access to their child's records. The school also abides by the provisions of Illinois law regarding the right of access of non-custodial parent to his or her child's school records.
In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order if the non-custodial parent is to be denied access to school records.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the School Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

SEARCH AND SEIZURE

All property of the school, including students desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing.

SCHOOL INCIDENT REPORTING SYSTEM (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and to the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the reporting of incidents to the ISP requirement, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which does not satisfy the requirement to report incidents to local law enforcement authorities.

SCHOOL RECORDS

Parents have a right to inspect and review a student's Education Records and to seek to correct parts of the student's Education Records which he or she believes to be inaccurate, misleading, or inviolate of student rights. The school may

not disclose anything from a student's Education Record except (1) by the prior written consent of the Parent or Eligible Student, (2) as Directory Information, or (3) under certain limited circumstances described in these guidelines.

A parent who wishes to inspect student's Education Records should submit a written request to the school principal identifying as precisely as possible the Education Record or Records he or she wishes to inspect. The principal will respond to each request within four-five days after it is made.

SCHOOL SECURITY

All visitors must use the main entrance and sign-in at the School Office. Anyone seeking to gain entrance to the school building must ring the bell, identify himself or herself, and wait for the buzzer to sound before opening the door. Students are not permitted to open the door for any visitor to the school, even if the student knows the visitor. Anyone picking up a child after school must wait for the child outside of the school building. No one will be permitted to wait in the building.

SCHOOL VIDEO SURVEILLANCE

Video surveillance is used to maintain a safe educational environment. Video cameras are used outside school buildings in order to monitor and maintain a safe environment for students and employees. Video cameras will not be placed in areas which may unreasonably compromise a student's privacy. The contents of videos are student records; therefore, they are subject to school policies and procedures. The school's regular discipline procedures shall be issued to discipline a student as a result of any actions discovered after review of a video.

In the event that law enforcement officials request a review of video recordings, recordings will be made available to officials.

SCHOOL VISITATION RIGHTS ACT

The **School Visitation Rights Act** (effective July 1, 1993) permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. The school administrator shall provide the parent or guardian documentation of the school visitation which shall include the exact time and date the visitation occurred and ended. This Act applies to all eligible employees who have been employed by an employer for at least six months. The implications of this Act have as much to do with parents coming into the school as it does with school employees whose children attend another school.

SNOW REGULATIONS

The students have the responsibility to respect other people's homes and property. No snow is thrown at people, houses, or cars either on the school grounds or on the way to or from school. The school notifies parents if students disregard the safety of others by violating the regulation regarding snow throwing on the way to or from school.

SAFETY PATROL

Traffic safety is a challenge. The best hope for control of the traffic accident problem is to provide adequate traffic safety patrol. **Seventh grade** students at St. Catherine School **are required** to provide this service to their school community. The **seventh grade** students will be assigned posts nearest to their home. Patrol times are 7:50 a.m.-8:10 a.m. and 2:40 p.m.-3:00 p.m. We expect parent/guardian cooperation in helping us teach responsibility and contribution to others by

service in the school safety patrol. In the event of severe weather, students are not expected to be at their post.

SPECIAL EDUCATION PROGRAMS:

St. Catherine of Alexandria School does not have a formalized special education program. Resource teachers for Math and Language Arts are on site to work in small groups on guided lessons. Students that require additional support may be referred to the local public school district or to a private agency.

STUDENT COUNCIL

St. Catherine School Student Council is the student leadership organization in our school. The students themselves carry out the responsibilities for the proper functioning of this organization. The council truly represents the viewpoints of the student body. They organize many fun activities for the students, including some which raise money for our school and community. The principal and faculty members help and support our Student Council.

TEACHER REQUESTS

In order to ensure academic success for each student, several factors are considered when placing a child in a classroom for the upcoming school year. Transitioning from one grade to the next can present students with an opportunity for personal growth as they forge new relationships with teachers and other students. *We ask that parents refrain from requesting a specific teacher for their child on the basis of preference, perception, or so that a student can be in a classroom with friends.*

Parents are welcome to share any relevant information that they feel will best assist the administration and teaching staff with student placement; all such information must be submitted in writing to the principal no later than Tuesday, May 1, 2018.

TECHNOLOGY OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary sanctions.

Inappropriate use of technology may include, but is not limited to:

- harassment of others
- cheating on assignments
- use of the school name
- remarks directed to or about teachers and staff
- offensive communications including videos/photographs and threats

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another nude or engaged in lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate. Parents and guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence in violation of school policy.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.

TEXTBOOKS

Students are responsible for books assigned to them. If a book is damaged or lost, the parent or guardian will be billed for the replacement cost. Damage to textbooks includes but not limited to writing in books or damaging the outside bindings of the books.

T.R.I.P. CERTIFICATES

T.R.I.P. (Tuition Reimbursement Incentive Program) is a fundraising program sponsored by the School Board. Certificates (which are used as cash) for both major retailers and neighborhood businesses may be purchased weekly through special envelopes from school or in the church lobby at times designated by the T.R.I.P. administrators. A portion of the profits is used for tuition credit for the current school year. If you have any questions, please call the school office. (Also, see Financial Agreement for additional information on the fundraising obligation.)

TUITION/FINANCIAL OBLIGATIONS

Please refer to "Tuition" link on the school website for the most current tuition information including fees and payment information.

Please note: Report cards, promotion notices, official transcripts, and diplomas will not be issued until all accounts are current.

UNIFORMS 2017/2018

Part of a child's growth process is learning to dress appropriately; therefore, cleanliness and proper grooming are expected of each student. Girls' blouses and Boys' shirts must always be tucked neatly into skirts or slacks. Administration retains authority for what is appropriate.

School Shoes

Gym shoes may be black, red, white or gray or a combination of those colors. Shoes with other colors are not permitted. Shoelaces are to be black, red, white or gray

Hard sole black or brown dress school shoes may be worn for classes with the exception of the student's gym day.

Moccasins, clogs, platform shoes, light up shoes or plastic shoes will not be permitted. Snow, hiking, cowboy boots or other forms of outdoor footwear are not permitted in classes. If it is necessary to wear the above-mentioned items to school because of weather conditions, they must be exchanged for school shoes before class.

GIRLS

K-4 Plaid Jumper

White Blouse (Peter Pan collar, short or long sleeve or optional turtleneck)
Red Cardigan Sweater with St. Catherine of Alexandria Monogram (optional)

5-8 Plaid Skirt (2 kick pleats) or Plaid Split Skirt
Red or Black polo shirts with St. Catherine of Alexandria logo.

- November 1st to March 31st, girls may wear black dress slacks with their red or black polo shirt.
- Only white or black socks are allowed: socks must come above the ankle.
- White or black tights are permitted, but slacks, sweatpants, leggings, and flannel pants may not be worn under a uniform skirt or jumper during class hours.
- Makeup, dangling earrings, and costume jewelry, such as necklaces, are inappropriate for school and are not allowed. (Medals and scapulars are not considered jewelry.)
- Girls are allowed to wear the headbands with school colors (red, black or white)

BOYS

K-8 Black Dress Slacks (straight leg-twill)

K-8 Red or black polo shirts with St. Catherine of Alexandria logo.

K-8 White or black socks (ankle or crew) (Sports socks are not acceptable) (Socks must come above the ankle)

K-8 Solid white t-shirt without writing/logo to be worn under uniform shirt.

Physical Education Uniform (AVAILABLE AT SCHOOLS R US)

Both previous and new style of gym uniforms are acceptable

K-8 The Physical Education uniform consists of the following items:

St. Catherine of Alexandria black gym shorts

St. Catherine of Alexandria red gym shirts

St. Catherine of Alexandria 60th Anniversary shirts (2017-18 only)

Gym shoes must be worn for gym.

- Gym shoes may be black, red, white or gray or a combination of those colors.
- Shoes with other colors are not permitted. Shoelaces are to be black, red, white, or gray.

St. Catherine of Alexandria black sweat pants are permitted provided they have elastic on the bottom of the legs. A child choosing to wear sweat pants to gym will not be allowed to take them off during class.

- Students must wear black gym pants over their gym shorts on days of all school masses. Parents will be called to bring proper clothing.
- Gym shoes must be worn for gym classes.
- Physical Education classes are held on special “spirit days” or “dress down days”. Children are expected to wear appropriate movement clothing in order to participate in class which includes gym shoes. Jeans, Khakis, uniform pants, flannel pants, skirts or uniform jumpers are not appropriate movement clothing.
- Children not dressed properly for class will sit out.

Appearance

Students are encouraged to present a neat and clean appearance at all times. This includes well-fitting uniforms. Shirts are to be tucked in at all times.

- Earrings on girls should be inconspicuous. No dangle, hoop or large earrings or ear clips are to be worn. Earrings on boys are not permitted. Students may wear only one earring per ear. Costume jewelry is not permitted. (Medals, crosses, and scapulars are not costume jewelry)
- Make-up is not permitted.
- Hair must be clean, well-groomed, and of a conservative style. Hair combed toward the face may not be worn lower than the eyebrows. Hair color must be natural. Any hair color or style that draws undue/inappropriate attention to the student will have to be changed before the student is admitted to class.
- Boys' hair should be neatly trimmed. Hair must be cut so that it does not touch the collar of their uniform shirts. Fades and cut-out designs are not permitted. Boys should be clean shaven.
- Body piercing as well as temporary/permanent tattoos are not permitted. Nor is writing anywhere on the skin.
- **Tee shirts worn under the uniform shirt or blouse must be short sleeved and plain white with no writing.**

Guidelines for Out-of-Uniform Days

At times, students will be allowed to attend school out of uniform. Families will be notified of these occurrences in advance. Parents/guardians are asked to pay close attention to the clothing their children choose for school on those days—inappropriate choices will result in a phone call to the parent/guardian so that alternate clothing will be brought to school before the child is admitted to class. As on regular-uniform days, feet must be completely covered by the shoes. Inappropriate choices include, but are not limited to:

- Short shorts/skirts
- Immodest/revealing pants
- Immodest/revealing shirts
- Shirts depicting violence/drug use/inappropriate messages

All students must be in proper uniform as described above. If there is an emergency situation, please send a note to the homeroom so that we will understand the temporary circumstances.

Uniform Vendors for St. Catherine School

Schoolbelles - 7763 South Harlem Avenue, Burbank, Illinois 60455. Phone number : 708-598-8008. (School uniforms only)

Schools Are Us - 3146 West 111th Street, Chicago, Illinois 60655. Phone number: 773/779-0172. (School **AND** Gym uniforms)

Label all student uniforms, (both regular uniform, gym uniform and especially sweaters,) with your child's name.

VISITORS

For the safety of the children, all school doors are locked during the school day. All visitors are required to use the main church entrance. Visitors include parents, guardians, grandparents, and other relatives of the students. Visitors also include St. Catherine alumni as well as guest speakers, vendors and presenters.

A doorbell is provided at the left-hand side of the door. Visitors must report to the school office upon their arrival to sign the VISITORS' book and to notify the school office of their departure from the building. All visitors should wear a visitor name tag. **Also, when leaving the building, please see that the door closes behind you. Please be sure to ask anyone arriving, to ring the bell to request permission to enter so that we can be sure of who is in the building. We**

know it is easier to just let them in, but it is in the safety of the students to follow this rule.

During school hours, visitors are not allowed to pull their children out of line or away from their class in school, church, and the lunchroom or from recess.

AMENDMENT TO THE SCHOOL HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

The policies and guidelines in this handbook are Archdiocesan policies and guidelines that must be adhered to as well as local school policies based on the policies, guidelines and regulations from the Archdiocese of Chicago, Catholic Schools Office.

REVERENCE * RESPECT *** RESPONSIBILITY**

**WE ARE ALL FAMILY AT ST. CATHERINE of ALEXANDRIA
SCHOOL**