

**Please complete, sign, and return this Acknowledgement  
to the school office immediately.**

**St. Cletus School  
2017-2018  
Parent-Student Handbook Agreement Form**

We have read the Parent-Student Handbook.  
We understand that it is the responsibility of the parents and our child/children to  
follow the rules and policies set in the handbook.

Family Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student (1) Signature \_\_\_\_\_

Student (2) Signature \_\_\_\_\_

Student (3) Signature \_\_\_\_\_

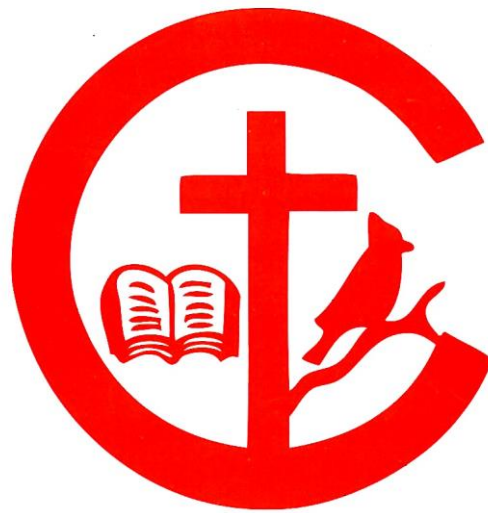
Student (4) Signature \_\_\_\_\_

The teachers, staff and administration of St. Cletus School  
agree to treat each child with respect, fairness and love.

# **St. Cletus School**

**FAITH FAMILY *FUTURE***

## **Parent-Student Handbook 2017-2018**



**700 W. 55<sup>th</sup> St.  
La Grange, IL 60525  
(708) 352-4820  
Fax (708) 352-0788  
[www.stcletusschool.com](http://www.stcletusschool.com)**

This handbook comprises guidelines that provide a framework for the school's day-to-day practices. The policies are subject to amendment or discontinuation, as the needs of the school require. The school will attempt to keep parents and students informed of all changes as soon as practical. However, some changes must be made immediately to meet unforeseen circumstances and will be dealt with at the discretion of the administration.

### **NON-DISCRIMINATION IN SCHOOLS**

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs.

## **MISSION STATEMENT**

St. Cletus Catholic School in La Grange, Illinois is a vital ministry of the parish family and the teaching ministry of the Archdiocese of Chicago. The school is a community of believers: faculty, staff, parents and students responding to the call to proclaim the Gospel of Jesus. We welcome students of diverse ethnic, racial, and religious backgrounds into an environment that fosters loving and just relationships.

We continue to strengthen and deepen the Catholic formation of our students in an environment of academic excellence, which respects individuality and nurtures self-worth.

We offer an integrated curriculum that motivates students to understand the connection between classroom lessons and their personal call to faith and service.

We encourage students, faculty and staff to develop qualities of service and leadership within our global society in the twenty-first century. Our goal and commitment is to educate children in mind, body, and spirit to be positive leaders in our world.

We recognize the partnership between home, church, and school as essential to the unique growth of each child's total development. We foster an atmosphere that promotes Catholic values and worship together as a faith-based community.

## **PHILOSOPHY**

We, at St. Cletus School, as an academic faith community reaching for excellence, commit ourselves to develop within our students a strong sense of faith, based on Catholic doctrine and Christian values. As part of our faith community, parents are encouraged to participate in the spiritual, intellectual, and social development of their children realizing that each child is a unique person with special gifts and talents, and special needs. In partnership with our school families, we collaborate to provide opportunities for each child to deepen their respect for themselves, for each other, and for the world in which they live. We create a climate within the school and parish that enables children to build on their life experiences and to become problem solvers who live their faith. We motivate students to use their gifts to make socially just, responsible, and creative decisions, and promote activities that foster Catholic leadership and service. Educationally, we strive to develop excellence in curriculum, provide each student with opportunities to attain knowledge and to develop skills to fulfill their potential.

## ST. CLETUS SCHOOL STAFF - 2016-2017

(complete e-mail addresses with "stcletusparish.com")

Tom Chinske, Principal	tchinske@	
Christy Schaefer, Assistant Principal	cschaefer@	
Mary Lee Krieger, Administrative Secretary	mkrieger@	
Jeannie Scalzitti, Administrative Secretary	jscalzitti@	

<b>Teacher</b>	<b>E-mail Address</b>	<b>Grade</b>	<b>Room</b>
Lauren Rein	lrein@	Preschool	98A
Angelina Rivero	arivero@	Preschool	98B
Becky Mahr	bmahr@	Kindergarten	99
Margaret Bentley	mbentley@	Kindergarten	100
Shannon Newsome	snewsome@	Preschool	105
Hannah Tyk	htyk@	Grade 1	107
Lisa Gearen	lgearen@	Grade 1	108
Violet McCartney	vmccartney@	Grade 2	109
Kim Paluch	kpaluch@	Grade 2	110
Michelle Overton	moverton@	Grade 3	111
Carol Reckwerdt	creckwerdt@	Grade 3	112
Michelle Gross	mgross@	Grade 4	114
Lauren Kasl	lkasl@	Grade 4	115
Erin Gridelli	egridelli@	Grade 5	116
Anne Noonan	anoonan@	Grade 5	117
Andrea Smith	asmith @	Grade 6	118
Jaclyn Shupe	jshupe@	Grade 6	119
Matt Nowakowski	mnowakowski @	Grade 7	123
Mathias Paul	mpaul@	Grade 7	122
Jonathan Malnar	jmalnar @	Grade 8	121
Hallie Fahey	hfahey@	Grade 8	120
Michael Brazee	mbrazee@	Art	113
Elena Ortiz	eortiz @	Spanish PreK-8	207
Michelle Murphy	mmurphy@	Technology	
Chrysa Chidlow	cchidlow@	Music	
Tina Pryor	tpryor@	Physical Ed & Aftercare Director	
Janet Bellisario	jbellisario@	Learning Resource	
Barbara Keane	bkeane@	Learning Resource	
Leslie Mrazek	lmrazek@	Early Childhood Teacher Assistant	
Bernadette Fary	bfary@	Early Childhood Teacher Assistant	
Angelina Brcic	abrcic@	Early Childhood Teacher Assistant	
Maureen Thomas	mthomas@	Early Childhood Teacher Assistant	
Patty Madaras	pmadaras@	Early Childhood Teacher Assistant	
Amy Matthews	amatthews@	School Counselor	
Chris Bourjaily	cbourjaily@	Athletic Director	
Phil Enns	penns@	Band Director	
Chris Wagner	cwagner@	Parish Technology Director	
Debbie Lestarczyk	dlestarczyk@	Parish Business Manager	
Derek Sawicki	dsawicki@	Maintenance	
Ricardo Murillo	rmurillo@	Maintenance	

**Topics are listed alphabetically.**

## **ADMISSIONS**

All new and transfer students are welcome and will be accepted on 90 school days at St. Cletus School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student cannot perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

St. Cletus School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities accorded or provided to students in the school. All financial matters and transfer information must be completed before a transfer is issued. All records will then be forwarded to the new school upon request. St. Cletus School does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

Archdiocese of Chicago schools will follow the State of Illinois school age requirements for admission.

## **PRESCHOOL REQUIREMENTS FOR 3 AND 4 YEAR OLD CHILDREN**

- Children must be 3 years of age by September 1 of the current school year with no exceptions. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.
- Children must be 4 years of age by September 1 of the current school year. Children who turn 4 years of age after the September 1 deadline may be accepted into the preschool understanding that the child will remain in the program until they are age-eligible for kindergarten.

### **Preschool:**

A copy of the certificates of birth and baptism are needed during registration. All students must be fully toilet trained prior to the first day of school. St. Cletus offers an all-day program and a morning half day program.

## **KINDERGARTEN AND FIRST GRADE**

- Kindergarten students must be 5 years of age by September 1 of the current school year. For exemptions to this policy, see Early Entrance to Kindergarten Procedures below.
- First grade students, who will be 6 years old by December 31, based upon the school's assessment of the child's readiness, may begin first grade in the fall under certain conditions. The child must have attended a nonpublic preschool, continued her/his education at that school through kindergarten, and been taught by an appropriately certified kindergarten teacher.

## **Kindergarten:**

St. Cletus School offers an all-day program and a morning program. The half day students are in the same class as the all-day students, and are dismissed at 11:30am. Parents are best equipped to decide which program is right for their child. Before choosing either program, be assured that the curriculum and skills presented are the same in both sessions. Our goal is to prepare children for first grade.

## **ALLERGY GUIDELINES**

If bringing in a treat please avoid snacks that contain peanuts, peanut flour, peanut oil, or peanut butter or other nuts. Thank you for your consideration and support in keeping the food-allergic child safe from having a life-threatening allergic reaction at school. Please consult the classroom teacher for specific classroom needs.

In order to reduce the chance of exposure to allergens include, but is not limited to:

- designating a separate table in the classroom during lunch for students with the allergy;
- allowing the allergic student to eat at his/her own desk, keeping the same desk year round to reduce possible contamination if there is no common lunchroom in the school;
- the regular cleaning of tables, desks, chalkboards, computer keyboards, musical instruments, and gym equipment in the classrooms and lunchroom;
- the washing of hands before and after meals using soap and water or commercial hand wipes.

**Note: According to The Journal of Allergy and Clinical Immunology (JACI), antibacterial hand sanitizer does not remove allergens.**

## **ARRIVAL/DISMISSAL PROCEDURES**

This schedule will be observed throughout the school year unless otherwise noted on the school calendar.

7:50-8:00 a.m.	Students arrive and immediately enter the school building.
8:00 a.m.	Students arriving after 8:00am will be marked tardy.
3:00 p.m.	Dismissal.

Children walking home must stay within the crosswalks at corners and remain on sidewalks.

\*Please note: any student arriving before 7:50 a.m. will be sent to our Before Care Program and billed accordingly.

Parents are expected to assist in maintaining a safe environment in and around the school building.

According to state law parents must NOT be on cell phones when dropping off or picking up students, supervising on the playground, or on field trips.

## ARRIVAL

### Preschool and Kindergarten: Arrival (Older Siblings if needed)

- Please drop off children for morning or all day Preschool and Kindergarten at the Gym door, door #14, on Stone Avenue and follow the drop off line which runs through the angled spots. Please pull forward, as far as possible. A student patrol person will assist your child with getting out of the car. **Parents should not exit their car.**
- **Do Not pull around others**-just follow the car in front of you.
- Each school day, the preschool teacher/assistant will greet the children from 7:50 - 8:00am each morning in the classrooms. If you are arriving late, please bring your preschooler into school through the main apple door, door #2.
- Parents may park on Waiola, North of 54<sup>th</sup> Street **only**, and walk their preschooler/Kindergartener to the gym door, #14, or up courtyard sidewalk to Kindergarten door #6.
- **Stone Avenue drop off at gym door #14 is strongly recommended.**
- **NO PARKING ALLOWED IN ANGLE SPOTS BETWEEN 7:45 and 8:15am**

### 1<sup>st</sup> - 5<sup>TH</sup> GRADES (Older Siblings if You Choose)

- 1<sup>st</sup> -5<sup>th</sup> families must use drop off line.
- Enter Stone Avenue from 55<sup>th</sup> street (Stone Ave. will be one way going north at arrival).
- Follow street going North to 54<sup>th</sup> street.
- Turn right on 54<sup>th</sup> street and proceed along street in back of the school building. **No parking in angle spots during arrival or dismissal.** Students exit the car passenger side **ONLY** and move to the sidewalk. Student patrols will be on duty to escort students into building if needed.
- Students will enter through door #12.
- Pull forward to exit as traffic allows.
- **Do Not pull around others**-just follow the car in front of you.
- Do **Not** turn on Waiola.
- Exit to Spring Avenue-Turn right, left, or go straight.
- Families may park on Waiola Street, North of 54<sup>th</sup> Street, and walk students to the building. Students may be walked to their drop off door using the school sidewalk.
- **The only parking available is on Waiola, north of 54<sup>th</sup> street.**



## ARRIVAL 6<sup>TH</sup>-8<sup>TH</sup> GRADES

- Drop off on 54th Street (54th will be one way going east).
- Pull up along the parking area far to the stop sign. **DO NOT PARK IN ANGLED PARKING SPACES BETWEEN 7:45 and 8:15am.**
- Drop off your student along the parking area between Stone Avenue and Waiola.
- Students will enter through door #11.
- Proceed east on 54th St. to Spring Ave.
- **Do not turn onto Waiola.**

## DISMISSAL

### Pre-Kindergarten half day and full day Preschool and Kindergarten: Departure

- For those students leaving at 10:45 am, please pick up the children at the Morrissey Hall doors, using the circle in front of the school.
- **NO PARKING IN ANGLED SPOTS BETWEEN 10:30-11:00am.**
- For pre-k and kindergarten children leaving at 3:00 pm, please pick them up in the pick-up line along the front of church and Parish Center. Follow the pick-up line and a patrol person will bring your child to your car.
- **NO PARKING IN SPOTS BETWEEN 2:45 and 3:15pm.**
- Please post a large sign with the family name, written boldly, in the front passenger side window.

### ½ day Kindergarten: Departure

- Kindergartners leaving at 11:30 should be picked up at door # 6 which is located between the church and the school.

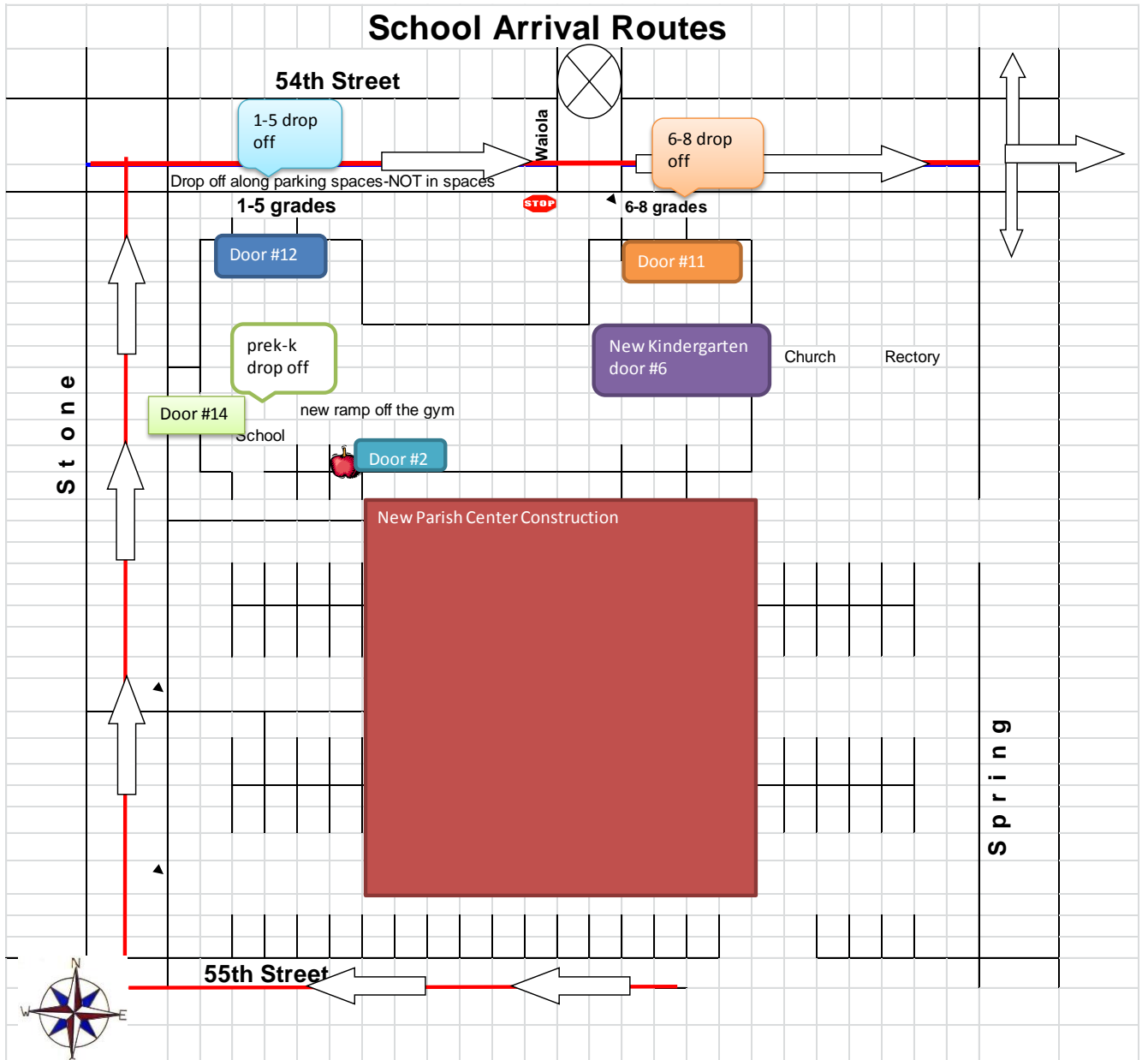
## DISMISSAL 1st-2nd GRADES

- From 55th Street turn onto North bound Stone Avenue. Stone Avenue will be one way going North.
- Form two lines facing North on Stone Avenue.
- Stay in your car
- Do not make a U turn on Stone Avenue
- **THERE IS NO PARKING IN THE ANGLED SPOTS BETWEEN 2:45 and 3:15pm.**
- Pick up your child. Please post a sign with the family name, written boldly, in the front passenger side window.
- Exit pulling forward as traffic allows.
- **Do not pull around others** – just follow the car in front of you.
- **The only parking available is on Waiola, north of 54<sup>th</sup> street.**
- For the safety of the children during pick up, **please do not congregate on the sidewalk.**

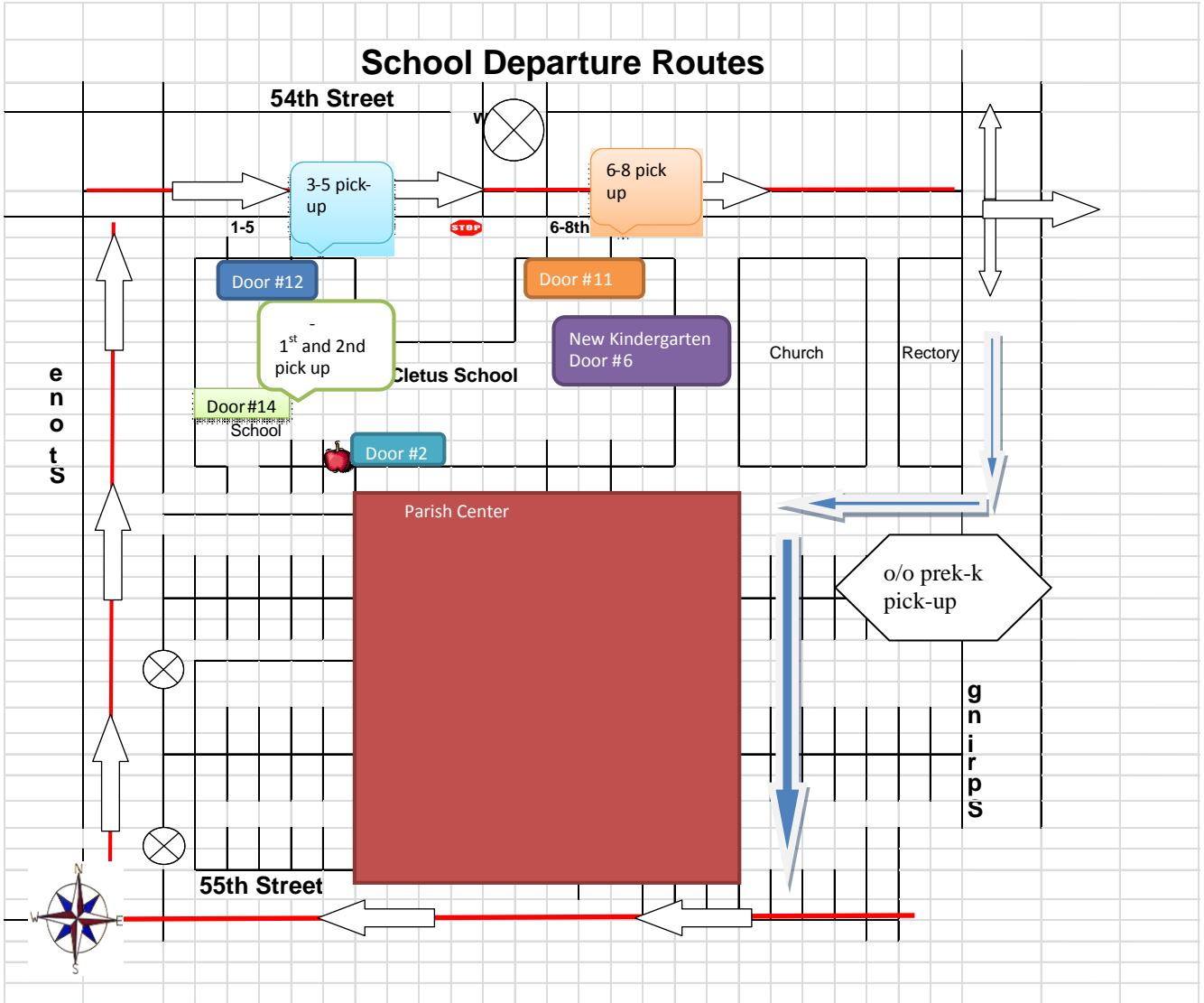
### **DISMISSAL 3rd-8<sup>TH</sup> GRADES**

- From 55th Street turn onto North bound Stone Avenue. Stone Avenue will be one way going North.
- Make a right turn (east) down the driving lane on 54<sup>th</sup> Street.
- OR From Brainard turn onto East 54<sup>th</sup> street into the driving lane
- **THERE IS NO PARKING ON THE ANGLED SPOTS BETWEEN 2:45 and 3:15.**
- Proceed as far as you can, on 54<sup>th</sup> Street, to Spring Ave.
- 54<sup>th</sup> Street will be one way going east.
- **There will be no exit onto Waiola.**
- Pick up your child. Please post a sign with the family name, written boldly, in the front passenger side window.
- 54<sup>th</sup> will be one way going east.
- **Do not pull around others** – just follow the car in front of you.

# School Arrival Routes



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## **ASBESTOS**

St. Cletus School has completed the required asbestos inspection and management plan under AHERA guidelines. The management report is available in the school office for your perusal during regular school hours. Please see attached letter on page 55.

## **ATHLETIC ELIGIBILITY POLICY**

Participation in athletics at St. Cletus School is a privilege, not a right. Only students who maintain proper academic and behavioral standing will be eligible to participate in St. Cletus athletics.

## **ATTENDANCE**

To ensure the safety of the children, we require that if your child is to be absent, you call school with that information between 7:45am and 8:30 a.m. or email school at [attendance@stcletusparish.com](mailto:attendance@stcletusparish.com). Please give your child's name, homeroom number, the reason for the absence, and request for homework pick-up arrangements. If absentees are not called in, the parents will be contacted.

All students should develop the good habit of punctuality. A student who arrives tardy to school misses valuable class time and interrupts classroom work in progress.

Although scholastic success is closely related to regular class attendance, a student who is ill should be kept at home for his/her own benefit and for the health of the other students and staff members. Children may not return to school until they are FEVER-FREE for 24 hours. If the child has returned to school before the fever has broken, the child will be sent home. If a child is absent from school, he/she may not participate in any extra-curricular activities on that day or evening.

We strongly recommend that all doctor and dentist appointments be made outside of school hours. However, when unusual circumstances make this necessary, the parent or guardian must send a note stating the time the student is to be excused and the reason. If someone other than the parent or guardian will pick up the child, that information must be indicated. Children are to be picked up in the school office and signed out.

Parents wishing to take children out of school for several days because of family vacation plans must notify the teachers and principal in writing. It is strongly discouraged to take time out of school. Students should be in attendance every day. They should discuss with the teacher(s) the effect this extended absence might have on academic progress. It is up to each individual teacher's discretion to give assignments before vacation. Tests missed while on vacation will be made up when the student returns to school. The final decision regarding vacations is the responsibility of the parent/guardians.

According to the Illinois State Board of Education, students in grades kindergarten (full day) through grade 1 must be present at school for at least 4 hours to have one day credited. Students in grades 2 through 8 must be present at school for at least 5 hours to have one day credited.

Any child who, for reasons of health, is not present in school for the entire day may not participate in any activity that night. This includes athletic practices and games, school dances, play rehearsal, and even scouting activities.

## **BAND**

The Band Program is offered to interested students in grades 4–8. A separate fee is charged for the school band program. The band participates in the Solo Contest and Band Contest each year and also services the church and community affairs.

## **CONTAGIOUS DISEASES**

A student diagnosed with a contagious disease such as but not limited to pink eye is required to be on medication for 24 hours prior to returning to school. Student must bring a doctor's note to the main office upon return.

## **EXTENDED CARE**

### **Before Care**

The school offers a Before Care Program for students enrolled in St. Cletus School. This program offers a safe and comfortable environment for our students before school from 7:00-7:50 a.m. Students arriving for Before Care enter at door #2 entrance (apple door). Student behavior expectations in the Before Care Program are the same as for the regular school program. Safety for all is of prime importance. Electronics are not allowed in Before Care.

### **After Care**

The school offers an After Care Program for students enrolled in St. Cletus School on their attendance days. This program offers a safe, structured program for our students after school from 3:00– 5:45 p.m. Student behavior expectations in the After Care Program are the same as for the regular school program. Safety for all is of prime importance. Any student not picked up by 3:10 p.m. will be sent to After Care and billed accordingly. Electronics are not allowed in After Care unless being used for educational purposes which must be approved by Tina Pryor – lead Aftercare employee. Students must be signed out by parent or guardian and will be dismissed at door number 6 (kindergarten church side entrance). Parents may **park on 54<sup>th</sup> street ONLY** and use the courtyard sidewalk to get to Door #6.

## **BATTERY**

The chief school administrator immediately notifies local law enforcement officials of written complaints from school personnel concerning battery committed against school personnel at the school. The administrator will also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS).

## **BEHAVIOR POLICY**

As educators, it is our task to provide an atmosphere that will ensure the maximum development of every student. Unless there is discipline in the school and certain definite regulations are observed, we cannot expect the behavior conducive to a learning environment. Students must learn to respect not only the rules and regulations of a school but the authority that enforces them.

Discipline is based on three basic rules: Respect Self, Respect Others, and Respect Property.

The school will provide an environment whereby the children learn to live with each other in a group situation guided by Christian principles and values.

Participation in any extracurricular program is a privilege, not a right. A student may be put on probation and/or removed from participation in any school-related activities by the principal for

academic or behavioral problems. Expectation for student behavior applies to extracurricular activities and the day-to-day programs of the school.

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are affected by the behavior in or out of school.

### **JUNIOR HIGH BEHAVIOR POLICY (6<sup>th</sup> -8<sup>th</sup> grades, including Specials)**

1. Student behavior at school liturgies and in the classroom should create and maintain an environment for worship and purposeful learning.
2. Behavior to and from school should represent the good training given at home and at St. Cletus.
3. Students are to enter the building at 7:50 a.m. and report to their assigned homeroom. All students must be in their seats ready for prayers and announcements at 8 a.m.
4. Students should come to and leave school in complete uniform unless indicated otherwise by the school.
5. Arrival, dismissal, and passing periods should be responded to promptly and orderly.
6. Order is expected when entering and leaving the church, school building, in all halls, stairways, washrooms, and on school grounds.
7. Proper respect should be shown for priests, administrators, teachers, aids, librarians, secretaries, parents, coaches, volunteers, visitors, bus drivers, classmates, students, and anyone who is encountered in school, church, or in an extra-curricular pursuit.
8. Respect must be shown for school property and the property of others. No one is to handle the property of another person without that person's permission.
9. Students must have the teacher's permission to be out of the classroom. Students absent from class without parent/teacher approval will be truant.
10. Students may not leave the school without the parents' written permission and without confirmation of school.
11. Students should leave the school grounds promptly, and in complete uniform, at dismissal time and go directly home.
12. All academic and discipline forms will be issued through email.
13. Homework and tests submitted by a student must reflect his/her own achievement and ability.
14. Students who vandalize or destroy school property will have to pay restitution, including labor, for restoration, besides receiving a punishment. They may not be promoted or graduate until their accounts are settled.

15. Most infractions of this behavior policy can be dealt with by issuing a demerit. Some misbehavior might be determined to be of such a serious nature, however, that the offender will receive a more severe punishment, such as a detention or even a suspension. This can occur even if there is no prior record of discipline code violations. To administer our discipline code, students who find themselves in the situation and commit an act that results in a direct suspension will suffer the consequences and then have their punishment equated to a particular step on our policy.

16. More serious infractions of any of the above offenses will be directed to the administration. Consequences will be determined by issuing party and administration and a penalty could cause placement anywhere on the steps seen below, including expulsion. Any disciplinary action taken beyond a demerit would automatically disqualify a student from Honor Roll for that quarter.

17. Two or more behavior detentions result in exclusion from the Honor Roll.

If the school rules are not adhered to, at least one of these steps will be taken:

- Demerit Form issued
- Uniform Violation (2 UV's = 1 demerit)
- Homework Violation (2 HV's = 1 demerit)
- Chromebook Violation (2 CB's = 1 demerit)
- Behavior Violation (2 BV's = 1 demerit)
- Detention Form issued because of accumulation of 2 Demerits
- Detention issued
- Double Detention issued due to gravity of offense
- Internal or External Suspension
- Expulsion

Discipline forms will be sent home by the principal or issuing teacher/staff member via email

As our behavior policy is enforced, demerit accumulation will start fresh each trimester.

**Discipline Policy:**

1st detention – DETENTION AT SCHOOL, time and place to be determined

-Write a two page essay reflection

2nd detention – DETENTION AT SCHOOL, time and place to be determined

-No extra-curricular activities, including practice, games, or school dances, for two days.

3rd detention - 1 DAY IN-SCHOOL SUSPENSION

-No extra-curricular activities including practice, games, or school dances for one week

-Probation letter on field trips

-Parent/Teacher/Pupil/Principal Conference

4th detention - 1 DAY EXTERNAL SUSPENSION

-Ineligible for extra-curricular activities for remainder of year

-Not allowed to participate on any field trips

-Parent/Teacher/Pupil/Principal Conference



5th detention - 2-DAY EXTERNAL SUSPENSION.  
-Re-registration denied

6th detention - EXPULSION

The principal and assistant principal reserve the right to determine the appropriateness if any doubt arises.

As it is impossible to anticipate all forms of unacceptable behavior, the school administration reserves the right to impose disciplinary action on conduct not specifically covered in our discipline policy or listed explicitly in this handbook.

### **HOMEWORK VIOLATION**

Rather than issue an immediate detention, students are issued a homework violation (via email) when homework is incomplete. Two homework violations (HV) will cause a demerit. While each represents a breakdown in expectations that must be dealt with, neither offense classifies as a traditional discipline or behavior problem.

Two "homework violations (HV)" lead to a demerit and will lead to a detention, but the similarities will end for loss of eligibility for field trips or extra-curriculars. Only behavior discipline problems will be punished with losing such privileges. A detention because of homework violations will not automatically disqualify a student for honor roll.

Incomplete homework must be completed and turned in the next day. The student will receive a homework violation. A 50% reduction in grade will occur on the second day the homework is late. If a late homework assignment is not turned in by the third day, the student will receive zero credit.

### **CHROMEBOOK VIOLATION**

Two "Chromebook Violations (CV)" will cause one demerit and can lead to detention. While each violation represents a breakdown in expectations that must be dealt with, neither offense classifies as a traditional discipline or behavior problem, and will end for loss of eligibility for field trips or extra-curriculars. Only behavior discipline problems will be punished with losing such privileges. An example of a Chromebook Violation is failure to charge student's Chromebook daily making the student not prepared for class.

### **UNIFORM VIOLATION**

Two "Uniform Violations (UV)" will cause one demerit and can lead to detention. While each violation represents a breakdown in expectations; neither offense classifies as a traditional discipline or behavior problem, and will end for loss of eligibility for field trips or extra-curriculars. Only behavior discipline problems will be punished with losing such privileges.

Homework, Uniform, and Chromebook Violations can accumulate to result in detention.

### **BEHAVIOR VIOLATION**

Two "Behavior Violations (BV)" will cause one demerit and can lead to detention. While each violation represents a breakdown in behavior expectations, consequence will end for loss of eligibility for field trips or extra-curriculars. Only major behavior discipline problems will be punished with losing such privileges.

Any combination of three Homework, Uniform, Chromebook, and Behavior Violations can accumulate to result in detention.

### **DETENTION (Behavior & Academic)**

Detentions will be served at school, time and place to be determined, in the room of the assigned teacher monitor. Students may not do school work of any kind. Rather, they will have to write a two-page essay detailing the events that resulted in their punishment and devise a strategy on a better way of dealing with those situations should circumstances cause them to occur again. Students are to be picked up promptly at the conclusion of the detention period.

Failure of a student to serve a detention will cause the issuance of another demerit and the detention must be served. Lack of compliance with our discipline policy will automatically result in the re-registration for all children of this family being rejected for the next school year. Parent signatures on disciplinary forms indicate their awareness, and not necessarily their agreement, with actions taken by school personnel. Forged signatures on demerits, academics, permission slips, etc. will also result in issuing another demerit.

Academic and Behavior punishments are treated separately and not co-mingled in terms of accelerated consequences.

### **INTERNAL SUSPENSION**

1. The student will be isolated from classmates for the entire day including the lunch hour.
2. Student will go to each teacher before school, obtain assignments, and be in engaged in schoolwork all day.
3. The student will take any scheduled tests for the day of the suspension during the in-school suspension. All homework assignments due the day of the in-school suspension are to be turned in initially of the day of the in-school suspension. Homework assigned the day of the suspension will be due the next day.
4. Attendance at, or participation in, school-sponsored activities or organizations is forfeited for the period of the suspension.

\* Internal suspensions are only administered for behavioral problems, not academic.

### **EXTERNAL SUSPENSION**

1. Student will not be allowed on school property for the duration of the suspension.
2. Student will have to complete all homework assignments and complete any missing tests the first day back.
3. Attendance at, or participation in, school-sponsored activities or organizations is forfeited for the time of the suspension.
4. Students receiving their 4th or 5th detention on a Friday will be suspended from school on the following Monday and may not participate in any school activities during the intermittent weekend.

On rare occasions a child may commit an act that would cause the issuance of an internal or external suspension even though the child may not have received one demerit prior to this offense.

Such decisions would not necessarily automatically include all consequences the handbook lists for a child who reaches this point via incremental steps in our discipline policy.

## **EXPULSION**

The reasons justifying expulsion from a Catholic school should be as serious as they are rare. As soon as it becomes evident that expulsion of a particular child might be necessary, the administrator will notify the pastor, and the parents of the child. Possible reasons for expulsion include:

1. When the moral, academic or physical well-being of the student body is endangered.
2. When there is a prolonged, consistent, and open disregard for school authority.
3. A violation of local, state, civil, or federal law.

## **ELIGIBILITY – Extracurricular**

It is our philosophy that students attend our school primarily for religious development and formation and for the academic education we offer.

We recognize that one of the byproducts of a Catholic education would be to instill a positive self-concept in each child. Whereas some students may experience difficulties in the classroom; they often shine in extracurricular endeavors. We try to offer a wide range of activities for student involvement. We feel that student participation is an honor and not a right. Students should remember that involvement in extracurricular activities assumes that they can conform to teacher-made and school-directed policy. As participants in such activities, they represent the student body, the school and the community. Consistent violation of rules indicates that the student cannot exhibit the self-discipline and responsibility to be in such a position of leadership or representation and will lead to removal from extracurricular activities.

Any Student Council or NJHS member who receives two behavior detentions will be removed from office.

## **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES**

### Academics

Students receive three report cards annually that become part of their permanent record. At the mid-point of each marking period, a child experiencing academic difficulties will have those struggles clearly communicated to the parents via email.

To ensure that our children understand that their main responsibility is to their studies first and extracurricular activity second, we adhere to these guidelines:

### Report Cards

Since the grades on the report card are part of a child's permanent record, anyone with an achievement grade of less than D (which is the minimum grade needed for promotion or graduation) in any class will be suspended from all extracurriculars (practices and games as well) for two weeks for each grade in question. Ineligibility due to academic grades will begin on Monday immediately following the issuance of the report card. Progress will be monitored on PowerSchool.

The affected students will also be issued an eligibility form. If the deficiency is not corrected at the conclusion of two weeks, the student still may not participate (play, practice, or games) for these weeks. A student with a D- or U on the report card will have a weekly update of eligibility until the deficiency is removed and may not play or practice until earning a passing grade.

## Behavior

Our discipline policy restarts initially of each trimester. Suspension from all extracurricular activities for issuance of behavior detentions will be handled as follows under our Discipline Policy:

2nd Detention - cannot play or practice for two days \*

3rd Detention - cannot play or practice for one week\*

4th Detention - cannot play or practice for the remainder of the school year

\*Starting on date of issuance.

Any child who, for reasons of health, is not present in school for the entire day may not participate in any activity that night. This includes athletic practices and games, school dances, play rehearsal, and even scouting activities.

## **All Students**

Any child who leaves the school grounds without permission violates school policy and will be subject to disciplinary action. Parental support is expected.

Students who do not correct inappropriate behavior will be counseled by teacher, administration and parents. If the results show no change in the behavior of the student, parents will be asked to remove their child from school.

The school reserves the right to inspect all property. This includes school lockers and backpacks.

## **BICYCLES – ROLLER BLADES**

No bicycle riding is allowed on school grounds. Students entering and leaving school property must be off the bicycle and walk it to the bike racks where all bicycles must be parked. Students should wear a bike helmet for safety. All bicycles should have locks. The school is not responsible for damage or theft of bicycles. Bicycle registration with the police is encouraged. Student will probably be courteous riders and respect the property of homeowners. Rules Of The Road should be followed. Once winter begins, no bicycle riding is allowed. All bicycle riders must ride single file so traffic may pass.

Skateboarding and rollerblading are not allowed on school property. We ask parents NOT to send their children to school on skateboards or rollerblades for safety reasons.

## **Birthdays and Special Days: (PK and K)**

We enjoy celebrating many "Special Days," and birthdays and other celebrations. If a child's birthday is in the summer, we will celebrate their half year birthdates. Notification will be sent home with all the details (date, number of treats, etc.). Parents will also be notified of any other special events. They will be asked to help out by sending something such as napkins, cups, plates, treats, etc. sometime throughout the year for our "Special Days." Some of these "Special Days" are Halloween, Thanksgiving, Christmas, Valentine's Day, etc.

## **BULLYING PREVENTION**

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we will shape Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Bullying acts may be

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

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.)

**No student will be subjected to bullying during** any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal.

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

Students who engage in cyber-bullying have the same disciplinary measures as they would be if they bullied at school. Cyberbullying may be reported to [cybertip@stcletusparish.com](mailto:cybertip@stcletusparish.com) or by calling (708) 215-5450. Proof of Cyberbullying is important. Reports of cyberbullying will remain anonymous. Any bullying should be reported to the classroom teacher or administration.

## CHAPERONES & GUIDELINES FOR VOLUNTEER CHAPERONES

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for giving of your time and support to these important activities and learning experiences for our students.

To assure that school-sponsored field trips are safe and rewarding experiences for all participants, these guidelines have been prepared to provide information about volunteering trip chaperone.

### **Becoming a Volunteer Field trip Chaperone**

Chaperones must be at least 21 years of age and must complete the Archdiocese of Chicago Office of Catholic School Requirements for School Volunteers before the first event/activity is scheduled.

Chaperones must be approved by the principal/administrator of the school for each school field trip.

### **Archdiocese of Chicago Office of Catholic Schools Requirements for School Volunteers Over 18 Years of Age**

1. Complete the Archdiocese of Chicago application for Employment or Volunteer Service.
2. **Complete an online Criminal Background Check (eApps).** All volunteers who work with children must complete an online background check. **No one may volunteer unless the criminal background check has been completed and approved.** Volunteers must complete the **eAppsDB** form online.
3. **Attend Virtus/Protecting God's Children for Adults™** All volunteers over 18 must pre-register online to attend this one time, 3 hours training before the first chaperone event or activity is scheduled.
4. **Code of Conduct:** All volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement form.**
5. **Child Abuse and Neglect Tracking System (CANTS):** All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS) **paper form annually.**

**Applicants for a chaperone volunteer position should be given the *Checklist for School Volunteers Over 18*, complete the requirements, attach the required documentation and return the complete checklist to the principal of the school.**

### **Guidelines for Volunteer Chaperones**

Prior to the field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures. These general guidelines will help you perform your duties as a chaperone.

1. School rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model behaviors for students. Chaperones handle student behavior, but it is the responsibility of the teacher to discipline a student.
2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field

trips. The focus of the chaperone must be on active supervision of her/his group of students. As a chaperone, you will focus on and handle a small group of students, helping them learn and making sure they behave appropriately. *“If you can’t see the student, you are not supervising!”*

3. Students must stay with you. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. ***Count, count, count throughout the day!***
4. Be sure you know when and where to meet the rest of the school group. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher’s permission.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.
7. For protecting both, the student and the chaperone should not place themselves where they are alone with a student.
8. To comply with school policy, chaperones may not
  - . use, sell, provide, possess or be under the influence of drugs or alcohol.
  - . use tobacco or tobacco products in the presence of, or within the sight of, students.
  - . possess any weapon or firearm.
  - . administer any medication, prescription or nonprescription, to students.
9. Questions regarding these guidelines should be directed to the principal or the teacher.

### **CHROMEBOOKS**

Chromebooks will be collected at the end of the school year. They will be stored in their cases with their batteries. Students will have Chromebooks redistributed on the first day of the next school year.

### **COMMUNICATION (PK & K)**

All news is communicated through your child’s back pack or on our website which can be found at [www.stcletusschool.com](http://www.stcletusschool.com). For weekly newsletters please go to “Parents” then Newsletters. Click on either Pre-School or Kindergarten to access news and other information about your child’s class.

Every Wednesday the Scoop is published on line with all school news and other outside activities available to St. Cletus families. The latest School Scoop can also be found on the school web page.

## **CONFERENCES**

The school will provide formal opportunities for parent-teacher conferences. Mandatory scheduled conferences will be held in the fall at the end of the first trimester and in the spring at the end of the second trimester. In addition, parents may request a meeting to discuss educational concerns. Please contact the teacher in writing by e-mail, or leave a message in the school office if a conference is desired. The classroom teacher will arrange for a mutually agreeable time. Do not ask the teacher to conduct an impromptu meeting. Teachers are available before and after school, by appointment only, when they are not supervising students. Concerns must be handled with the teacher first. If parents are still concerned, then a meeting can be arranged with administration.

### **CONFERENCES (PK & K):**

We provide an opportunity for you to talk privately with us about your child during the first and second semesters. Parents schedule a Parent-Teacher conference twice a year. These conferences provide specific feedback on your son's or daughter's progress. At this conference, we will address specific questions you may have. If you have immediate concerns you feel must be addressed, please call us at school and set up an appointment.

Parent-Teacher contact is always welcome. Contact the teacher with any concerns or helpful information that will help make your child's preschool/kindergarten experience a better one. The teacher will also contact you with any concerns that might arise. Good communication between parents and staff is essential.

## **COORDINATION OF SERVICES WITH PUBLIC SCHOOL AND/OR HEALTHCARE PROVIDER**

St. Cletus School works closely with local Public School District 105, which may provide our students with specific services in their areas of need. Students are usually referred by teachers/resource teachers for services such as speech therapy, or to address a specific learning difficulty. Referral by St. Cletus School is made after meeting with parents to discuss a child's academic or behavioral performance. All staffings/meetings with district personnel must be arranged through St. Cletus School.

When it becomes evident to the School we cannot provide the educational and/or psychological services to meet the needs of the student, the School reserves the right to require that parents seek another educational setting that best meets those needs. The School will work with the parent and the Public School to identify such placement.

All evaluations filled out by St. Cletus staff must be sent directly to the healthcare/service provider.



## **CUSTODY**

If parents are divorced or separated, the school presumes that both parents have access to the children unless one parent can provide evidence he or she has the sole right. A court decree stating this must be on file in the child's record. If the non-custodial parent wishes to receive school information, the office must be contacted to arrange mailing of that information and self-addressed stamped envelopes must be provided.

## **CODE OF CONDUCT**

To promote an atmosphere conducive to learning and to maintain a safe learning environment, students are expected to comply with behavior guidelines and will be held accountable for behavior that is not compatible with the mission and philosophy of St. Cletus School.

Inappropriate behavior by the student may occur and may call for a corrective response by the teacher, the principal, or the supervising adult. School administration has the obligation to immediately address any school-related issue involving a student's failure to comply with acceptable conduct expectations with timely notification to the parents or guardian of the student.

A diploma may not be denied as a disciplinary measure for a student who has completed the requirements for graduation from elementary or secondary school. However, a student may be denied the privilege of participation in the formal graduation ceremony as determined by the principal, pastor and School Board for criminal or egregious actions contrary to the mission of the school and church community.

## **DISMISSAL**

Full day students dismiss at 3:00 p.m.

On full days of school, children not picked up by 3:05 will be sent to After Care, and the responsible family will be billed accordingly.

Students in grades 7 & 8 will dismiss through the east door #12 on 54<sup>th</sup> Street. Students in grades 3-6 will dismiss through the west door #11 on 54<sup>th</sup> Street.

Students in grades 1&2 will dismiss through the east door #14 on Stone Avenue.

All full day oldest and only Preschool and Kindergarten students will dismiss through classroom doors on the east side of the building.

## **DOCUMENTATION**

Re-enrollment, documentation, and registration deposit payment are required each year. Incomplete registrations will cause delayed class assignments for the upcoming school year.

## **DRESS CODES FOR STUDENTS**

### **PK & K:**

The children should come dressed comfortably for school. Remember that we paint, glue, and use various art and craft materials. Gym shoes are required as we exercise inside and outside. For the safety of the children, please no flip flops, clogs, or backless shoes.

Kindergarteners are to wear their gym uniform and gym shoes on days when they have gym.

## **GRADES 1 – 8**

A school uniform is a symbol of pride for oneself and for the school community. It also allows a student to focus on schoolwork, not clothing. We need your support and cooperation to enforce the uniform regulations. The school reserves the right to prohibit any fashion article that may distract from the learning environment.

Wearing a uniform allows students to focus on their intellectual pursuits. A student's appearance should be neat and clean and be in uniform from the first day to the last day of school. Clothes should be clean, not torn, fit properly, and be modest and appropriate for school. It is assumed that if the clothing is not listed below, it should not be worn to school. Make up and non-religious jewelry are not allowed to be worn at school.

Students may wear gym uniforms to school on their scheduled gym days. Gym uniforms should be cleaned regularly and repaired as necessary. Students in grades K-8 are expected to wear the St. Cletus PE uniform. This uniform includes a gray St. Cletus logo t-shirt and red St. Cletus logo sweatpants or shorts (August through October and April through June). Students may wear a red St. Cletus School logo sweatshirt. St. Cletus athletic socks may be worn with gym uniform on PE days. Gym shoes must be worn on PE days.

A written, dated excuse must be presented to the homeroom teacher when a student is out of uniform. When a student is out of proper uniform without an excuse, an Out of Uniform notice will go home to the parent/guardian.

Martinelli's in Evergreen Park, School Belles in Bridgeview, and Lands' End carry boy's uniforms; Martinelli's in Evergreen Park, School Belles in Bridgeview carry girl's uniforms; physical education uniforms are sold through Land's End. Order forms with approved uniform items are available in the school office.

All clothing should be labeled with names or initials.

Students will be issued an out-of-uniform notice when these uniform codes are not followed.

All t-shirts, spirit wear, etc. must contain the approved St. Cletus logos and designs must be approved by administration. The administration reserves the right to determine whether a style of dress or a style, length, or coloring in hair is appropriate and teachers are primarily responsible for enforcing the dress code.

#### **GIRLS: GRADES 1 – 4:**

- Uniform plaid jumper, no shorter than two inches above the knee.
- White, tailored blouse, round or pointed collar, short or long sleeves. Blouses must be neatly tucked in. No designer logo may be worn on any blouse.
- A plain white polo shirt purchased through Martinelli's, School Belles or Lands End may be worn with navy pants or shorts. (No designer logos.)
- Only solid white T-shirts may be worn under the uniform.
- A red cardigan or V-neck sweater or the red St. Cletus School sweatshirt with the school logo.
- White, black, red or navy SOLID color socks - socks must be above the ankle and not athletic socks. There should be NO visible markings or logos.
- Dress navy slacks may be worn with a solid color leather belt. Stretch pants or stirrup pants, jeans or cargo pants are not permitted.
- Sweatpants worn under a uniform skirt are not allowed during class time.
- Leggings may be worn. They must cover the full leg (no exposed skin), and be worn with white, red, navy or black socks - socks must be visible and above the ankle and not athletic socks.
- Uniform navy shorts are an option from August through October and April through June, no shorter than two inches above the knee. A solid color leather belt must be worn with shorts.
- Students may not wear make-up or colored nail polish.
- For safety reasons, only small no hoop earrings are allowed. Multiple earrings are not allowed. Multiple bracelets are not allowed.
- Streaked or dyed hair is not permitted. Students' hair should be neat and clean.

#### **GIRLS: GRADES 5 – 8:**

- Uniform plaid skirt, no shorter than two inches above the knee.
- White oxford blouse with pointed collar, short or long sleeves or banded white polos. Blouses must be neatly tucked in unless the banded polo is worn. No designer logo may be worn on any blouse.
- A plain white polo purchased through Martinelli's, Lands End or School Belles may be worn. (No designer logos.)
- Only solid white T-shirts may be worn under the uniform.
- Red cardigan or V-neck sweater or the St. Cletus School sweatshirt with the school logo.
- White, black, red or navy SOLID color socks - socks must be above the ankle and not athletic socks. **There should be NO visible markings or logos.**
- Dress navy slacks may be worn with a solid color leather belt. Stretch pants or stirrup pants, jeans or cargo pants are not permitted.
- Sweatpants worn under a uniform skirt are not allowed during class time.
- Leggings may be worn. They must cover the full leg (no exposed skin), and be worn with white, red, navy or black socks - socks must be visible and above the ankle and not athletic socks.
- Uniform navy shorts are an option from August through October and April through June, no shorter than two inches above the knee and worn with a solid color leather belt.
- Students may wear gym uniform and gym shoes on their scheduled gym days. Shorts are an option from August through October and April through June
- Students may not wear make-up or colored nail polish.

- For safety reasons, only small no hoop earrings are allowed. Multiple earrings are not allowed. Multiple bracelets are not allowed.
- No unnatural streaked or dyed hair is permitted. Students' hair should be neat and clean.

### **BOYS: GRADES 1 – 8:**

- Solid navy dress slacks. Jeans or cargo pants are not permitted.
- Solid color belt must be worn.
- White, oxford dress shirt, a plain white polo shirt, or St. Cletus logo polo purchased through Martinelli's or School Belless, short or long sleeves. Shirts must be neatly tucked in. No designer logo may be worn on any shirt.
- Only solid white T-shirts may be worn under the uniform.
- Red V-neck sweater or the red St. Cletus School sweatshirt with the school logo.
- White, black, red or navy **SOLID** color socks - socks must be above the ankle and not athletic socks. There should be **NO** visible markings or logos.
- Uniform navy shorts are an option from August through October and April through June.
- Students may wear gym uniform and gym shoes on their scheduled gym days. Shorts are an option from August through October and April through June
- Earrings are not allowed.
- Streaked or dyed hair is not permitted. Students' hair should be neat and clean and may not touch the shirt collar or cover the ears.

### **SHOES**

- All students (grades 1 – 8) must wear dress shoes.
- Dress shoes must fit properly and are backed and heeled with non-marking soles and are solid black, brown, or navy leather.
- Boat shoes (ie: Sperry's) must be a **SOLID** color black, brown, or navy leather. No colored pattern may be present anywhere on shoe.
- The shoes cannot have sequins, glitter, appliques, or colored tones added. The sole and the body of the shoe must be solid black. Shoes must fit snug on ankle and must cover the heel. All shoes with laces must be tied.
- Students may wear gym shoes on their scheduled gym days. On all other days students should be in dress shoes.
- Boots, hiking boots, construction boots, clogs, sandals, flip-flops (anything with a strap between the toes), high-heeled shoes, moccasins, ballerina type shoes etc. are not allowed for school.
- A student not wearing dress shoes will be out of uniform. Canvas top shoes or solid black or white leather "gym" shoes are not considered dress shoes.

### **OUT-OF-UNIFORM DAYS**

Students may be out of uniform for special occasions. There are two kinds of out of uniform days – dress up days and dress down days.

Dress-up days are more formal. Boys are to wear a collared shirt and dress slacks/shorts. Girls are to be in a dress, skirt, or dress slacks/shorts. A dress or blouse must have sleeves; sleeveless or strapless dresses are not appropriate for school / school functions. On dress up days, gym shoes, sandals, or jeans (regardless of cost, designer or color) are not allowed.

On dress-down days, jeans, gym shoes and a more casual look is allowed. Students may never wear clothes with off-color comments imprinted on them, advertisements of alcohol, etc. Halters, midriffs, sleeveless, spaghetti straps, low-cut or strapless tops are not allowed. Yoga pants/leggings must be worn with a long shirt. Tight pants are not appropriate for school. Pajamas are not allowed, unless specifically designated as a pajama day. Due to safety reasons, flip flop shoes or sandals are not permitted. Parent cooperation is appreciated.

- Students will be notified through announcements posted on the school's website and announced in school. Student dress should be comfortable and in good taste. Shorts, skirts and dresses must conform to uniform length. Sleeveless blouses with a full shoulder may be worn. Jeans, polo shirts, sandals and athletic shoes are acceptable if properly laced.
- Inappropriate images or messages, contrary to the Christian ideals and purpose of the school are not permitted on any article of clothing. Examples include, but are not limited to, messages or images dealing with illegal activity, death, violence, bad language, or designed to be a "cut down." Students may not wear hooded sweatshirts, sun glasses, tank tops, tube tops, halter tops, see-through shirts, midriff tops, spandex shorts, athletic shorts, boxer shorts, pajama bottoms or ripped clothing.

### **DRUG VIOLATIONS**

The chief administrator of the school reports instances of drug violations to local law enforcement officials as required by the School Reporting of Drug Violations Act.

### **EARLY DISMISSAL**

A student will not be dismissed from school during class hours without a request from his/her parent stating the reason for early dismissal. This request should be sent to the teacher and the school office. Early dismissals should be used for emergencies only. Parents are to meet the child in the school office and sign them out.

### **EMERGENCY CLOSING**

Announcements will be made through School Reach and over major media outlets in severe weather situations. Refer to WGN Radio AM 720 and WBBM News Radio 78, TV channels 2, 5, 7, 9, Fox and CLTV, or go to [www.EmergencyClosings.com](http://www.EmergencyClosings.com). A decision to close the school is made by the school principal. This information will also be posted on the parent page at [www.stcletusschool.com/parents/](http://www.stcletusschool.com/parents/), an e-mail blast will be sent and a School Reach call will go out.

When school is closed, all activities for that day are cancelled.

### **ENTERING THE BUILDING STUDENTS**

Students are to arrive at school no sooner than 7:50am. No supervision is available, so please time your child's arrival accordingly. If a child arrives before 7:50 a.m. he/she will be sent to Before Care and billed accordingly. Students working with individual teachers should arrange with the teacher for entering the building and time of arrival. We ask your cooperation with our student safety patrol. Please inform your children these students are there to ensure their safety. Students will enter the building quietly.

Students will enter accordingly:

Preschool The West door #14 (gym entrance) on Stone Ave.

Kindergarten The West door #14 (gym entrance) on Stone Ave.

Grades 1 – 5 The Northwest door #12 on 54<sup>th</sup> Street.

Grades 6-8 The Northeast door #11 on 54<sup>th</sup> Street.

### **ENTERING THE BUILDING – PARENTS/VISITORS**

Visitors are to enter the building at door #2 (apple door) at the west end of the building, east of the Morrissey Hall entrance on 55<sup>th</sup> Street. You will need to ring the doorbell and wait to be buzzed in to the building. Upon entering the building, go directly to the reception window to sign in and receive a visitor's pass. You can then transact your business with the office. Upon completion of your business, please sign out before leaving the building and return your visitor's pass. For the safety of our children, please do not drive or park cars, vans or trucks in the designated coned-off area.

Students, teachers, and volunteers are directed to NEVER open doors to school visitors, even if they know them.

### **FIELD TRIPS**

Field trips are planned by the teacher aligning with specific educational goals. The school requires the written consent of the parents before a child may go with his/her class on a trip. A form requesting this permission will be sent home before a trip. Field trip attire for children will be decided by the school staff.

### **GANG ACTIVITY**

Gang activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others;
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps of other forms or clothing;
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related;
- Conduct on or off premises that may be gang-related.

Parents/Guardians are notified when their children are suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may cause probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement. The chief school administrator immediately notifies local law enforcement officials of firearm incidents at the school.

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and disrespect of any person are unacceptable.

## GRADING SCALE

The grading scale varies for different grade levels.

Grade (Grades 4-8)	Description (Grades PK-3)	Grade Points (Grades 6-8)	Cutoff % (Grades 4-8)
A+	Outstanding	4.33	99
A	Outstanding	4.00	95
A-	Outstanding	3.67	93
B+	Excellent	3.33	91
B	Excellent	3.00	87
B-	Excellent	2.67	85
C+	Good	2.33	83
C	Good	2.00	79
C-	Good	1.67	77
D+	Poor	1.33	75
D	Poor	1.00	71
D-	Poor	0.67	69
U	Very Poor	0.00	0
I	Incomplete	0.00	0
NG	Not Graded	0.00	0

Grades will be posted in PowerSchool within one week of an assignment. Writing assignments or research projects may take longer to appear on PowerSchool.

## GRADE WEIGHTS (Grades 6, 7, and 8)

Grade weights are uniformed by subject areas. Please see subject teacher's syllabus.

## GRADUATION

Students will be issued a diploma upon completion of the school's academic requirements. As one requirement for graduation, each student will receive a passing grade on an examination covering the Constitution of the United States and the State of Illinois. Fulfilling the requirement will be documented on the student's permanent record.

## **HANDS OFF POLICY**

Students must respect one another. While in school, students will follow a “hands-off” policy. Students will keep their hands, feet and bodies to themselves. This policy is in place to keep all students safe and happy. Repeated offense of this policy will cause disciplinary action.

## **HARASSMENT POLICY**

It is the policy of St. Cletus School to maintain a proper, Christian learning environment where safety prevails. St. Cletus School intends to ensure that all students, teachers, administrators, school personnel, parents, guardians, and third parties are respected and not subjected to violence, threats, harassment, intimidation, demeaning verbal abuse, bullying, or otherwise confrontational or inappropriate behavior that disrupts the schools educational atmosphere and Christian environment. Harassment and violent conduct toward others will not be tolerated.

### **Prohibited Conduct**

Prohibited conduct by St. Cletus students, teachers, administrators, school personnel, parents, guardians, and third parties includes, but is not limited to :

1. All harassment, including, but not limited to racial, religious, and/or sexual harassment;
2. Violence and/or threats of violence;
3. Intimidation;
4. Demeaning verbal abuse;
5. Bullying and/or Inappropriate confrontational behavior.

### **Reports**

Any person who believes he or she has been the victim of harassment, violence, threats of violence, intimidation, demeaning verbal abuse, bullying, or inappropriate confrontational behavior, should report the conduct immediately to a teacher or the principal. An investigation will be conducted in a manner that protects the confidentiality of those involved to the greatest extent possible. Those involved in an investigation are expected to not discuss it with others.

### **Corrective Action**

St. Cletus School will take appropriate disciplinary action against anyone found to have violated the policy. Disciplinary action may include but is not limited to warning, suspension, expulsion, or termination. St. Cletus School prohibits retaliation against a person who has opposed what he or she believes to be prohibited conduct and has made a good faith report or complaint.

The Pastor, administration, and staff of St. Cletus School believe that all students and employees may work and studying school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

## **HEALTH PROGRAM**

Your child’s progress in school depends upon the state of his/her physical and emotional well-being. In recognition of this, all children in the State of Illinois are required by law to submit evidence of a current physical examination, dental examination, eye examination and immunizations against communicable diseases upon entrance to school for Preschool, Kindergarten, and Sixth Grade. Dental



examinations are also required upon entrance into Second and Sixth grade. These reports are due by the first day of school.

The school has the services of a nurse who maintains individual pupil health records in the school.

According to Archdiocesan policy, school personnel should not dispense medication to students. The responsibility for administering medication rests upon the parents.

If a child is on antibiotics that must be taken daily, please schedule dosages so that none is required during school hours. If a child is on medication that must be taken daily, complete the school medication authorization form and a form to be completed by the physician.

Asthma medication can now be carried in school by the student. We must have a physician's order indicating this is necessary and the parent/guardian signature. Please give a spare inhaler to the school office if the student loses the medication. No other medicine may be kept in the classroom or in a child's possession.

All instances of contagious diseases must be reported to the school office. The school reserves the right to contact parents and send home any child who appears to be in this condition.

## **HOMEWORK**

Homework gives the parent/guardian a chance to see what the child is learning and the work he/she is producing. It is a supplement to regular classroom instruction that provides students with reinforcement of concepts already presented and may also enrich the student with challenges and incentives for research.

Students in grades 3 – 8 must have and use an assignment notebook. These will be distributed during the first week of school. Replacements may be purchased through the school office.

Written work is not the only homework; study or oral assignments are also given. Whatever type is assigned, the child must realize that homework is his/her personal responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. Primary grade children will sometimes need the guidance of their parents to complete assigned projects.

### **Daily Homework Time Guidelines**

Grades 1 & 2 – 20 minutes

Grades 3 & 4 – 30 minutes

Grades 5 & 6 – 45 minutes

Grades 7 & 8 – 60 minutes

These times are a guideline only. Some days there may be more and some days less.

### **HOMEWORK VIOLATION (Grades 6-8, including Specials)**

Rather than issue an immediate detention, students are issued a homework violation (via email) when homework is incomplete. Two homework violations (HV) will cause a detention. While each represents a breakdown in expectations that must be dealt with, neither offense classifies as a traditional discipline or behavior problem.

Two "homework violations (HV)" lead to a demerit and will lead to a detention, but the similarities will end for loss of eligibility for field trips or extra-curriculars. Only behavior discipline problems will be punished with losing such privileges. A detention because of homework violations will not automatically disqualify a student for honor roll.

Incomplete homework must be completed and turned in the next day. The student will receive a homework violation. A 50% reduction in grade will occur on the second day the homework is late. If a late homework assignment is not turned in by the third day, the student will receive zero credit.

Homework, Uniform, and Chromebook Violations can accumulate to result in detention.

### **Long-Term Projects, Papers and Reports**

Students will be given ample time and warning when larger assignments (i.e., projects, research papers, etc.) are due. Therefore, if such an assignment is not turned in on time, these actions will be taken:

1. The assignment will automatically be lowered by one letter grade every day it is late after the original due date.
2. If the assignment is not turned in by 8:00 a.m. on the third day after it is due, the student will receive a behavior notice with subsequent parent contact.

### **HONOR ROLL: 6<sup>th</sup>, 7<sup>th</sup> AND 8<sup>th</sup> GRADES ONLY**

The St. Cletus School Catholic Honor Roll will be issued at each trimester for students in grades 6, 7, and 8 only.

The Honor Roll will have two (2) designations:

High Honors	3.75 GPA and above
Honors	3.5 GPA and above

These formulas will determine student eligibility: Specials classes count as one third towards the student's GPA.

A grade of C minus does not earn Honor Roll points. A grade of D or U, an incomplete in any subject, or two or more detentions make a student ineligible for the Honor Roll for the trimester in which it was given. A student starts fresh in the next quarter. Honor Roll certificates will be awarded to students at each trimester.

In special classes (art, music, physical education, and Spanish) a grade will be assigned in accordance to the school grading scale.

While grades in specials will not be figured into the formula for Honor Roll, their overall grade in a special may prevent them from getting on the honor roll if they score a C minus or below. Skills will be mastered in every subject area when students' levels of cooperation, participation, and effort are high, and the St. Cletus Honor Roll reflects our high level of expectation for our children.

## **INFORMATION TO PARENTS**

During the school year, information and forms are e-mailed every Wednesday through the School Scoop by 3:00 p.m. and archived on the St. Cletus School Parent Page. Please review this site so you know of school events. Occasionally, hard copies of certain forms will be sent home with the oldest student in the family on Wednesdays. Parents must check through student book bags, folders, etc. daily. Parents should check e-mail daily for notes, announcements and behavior notices from teachers.

## **LIBRARY**

Through reference materials, books, magazines, computers, recordings and tapes, students develop skills in independent learning and research. Each student from preschool through the eighth grade uses the library on a scheduled basis. Resource and enrichment materials are also provided for the teachers. Books borrowed from the library must be returned on a timely basis. Parents will have to pay for any lost or damaged books.

## **LIGHTNING/THUNDER**

When lightning/thunder is present, all students will return to the building when out of doors. On an outdoor field trip, students will return to the bus. When participating in extra-curricular sports, the event will be postponed/cancelled and children will be sent home/picked up from the game or practice.

## **LOST AND FOUND**

The best assurance against loss and confusion is to mark clothing and books with the student's name. Losing an article of value should be reported to the teacher and/or the school office. The Lost and Found is in Morrissey Hall. Students who find articles are encouraged to give them to the teacher or the office.

## **LUNCH / RECESS**

Lunch bags or boxes are to be marked with the child's name and room number. If a forgotten lunch is brought to school after school has started, it must be left in the school office. Do not send or deliver fast food meals to the students for lunch. This causes a disruption in the classroom.

In the interest of good nutrition, please send a healthy meal, which comprises fruit and vegetables and a healthy snack for students in grades 1-5. No soda/pop is allowed for our students.

The Family School Association sponsors scheduled hot lunches. Your participation is appreciated, but optional. During these special hot lunch days no "substitute hot lunches" will be allowed. If your child ordered no hot lunch, then a regular sack lunch must be provided. "Substitute hot lunches" undermines the effort to support the Family School Association.

Behavior during lunch and recess should be cooperative and respectful; lunch supervisors deserve nothing less. Students who violate supervisors' directives may have their recess temporarily revoked and parents will be contacted.

During recess, all students will play in the coned off area on the parking lot or grass field area. When weather forces the students to be inside for recess, one grade level per lunch period may use the gym on a rotating basis. The other grade levels will remain in their rooms and students may play board games, cards, or socialize. They may not have hand-held electronic games or CD players in the school building. There will be no videos watched during lunch/recess time and access to school

computers is not allowed. Homework is not to be done during lunch/recess time; it is a time to relax and socialize.

During lunch and recess, students are to obey the “Hands Off” policy. This policy is in place to help keep all students safe and happy. Therefore, no tackle sports will be permitted. Any activity considered unsafe by the lunch supervisors will be stopped immediately.

### **MATERIALS**

Each student will have necessary materials each school day. To help teach students responsibility, children in grades 5 – 8 may not call home for forgotten materials. Nothing should be brought directly to the child’s classroom during school hours. Please drop off items in the school office.

All student textbooks should be well cared for and should be carried to and from school in a book bag. All hardcover books must have non-permanent covers on them.

Children who lose, deface or destroy books will be asked to pay to replace books. Students who lend or lose their materials are expected to replace them. This is a matter of individual responsibility.

### **MILK**

St. Cletus School offers an optional milk program. Milk rates for the year are relatively low in cost because of the subsidy provided by the State of Illinois. Chocolate and white milk are available and come in 2% fat or less. Families needing financial support should contact the office for reduced fees, if the state requirements are met.

### **MISSING ASSIGNMENTS**

Students in grades 5-8 will be unable to call home for missing assignments and Chromebooks.

### **MORRISSEY HALL**

No helium balloons are allowed due to the fire alarm sensor. Please tape nothing on the Morrissey Hall Lobby doors.

### **OFFICE HOURS**

The school office opens at 7:00 a.m. and closes at 3:30 p.m. School business is to be transacted during these times.

**ORGANIZATIONS:** Listed at the end of the handbook.

### **PARENT/GUARDIAN CONDUCT**

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior 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 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 volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can have 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 attitudes or actions of a parent/guardian. However, one of these actions may have 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; the setting may be monitored by the pastor, principal, assistant principal, Board Chairperson, school counselor, or another credible person with good leadership/meeting skills.
- conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor or juridic person, 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.

## **PARKING LOT REGULATIONS**

For the safety of all concerned, please do not drive through or park in the barricaded area of the blacktop. Barricades will extend the full width of the playground from the church entrance off of 55<sup>th</sup> Street to Stone Avenue during the length of our construction. Students should exit and enter vehicles on the sidewalk side. During pickup and drop-off, use of cell phones and smoking are prohibited. Your cooperation helps keep our children safe. For the safety of all, your cooperation is required.

## **PLAGIARISM AND CHEATING POLICY**

As a Catholic school, St. Cletus seeks to instill students with the highest moral values. Cheating and plagiarizing is contrary to our faith and to academic integrity. All work turned in by St. Cletus students should be theirs and theirs alone. Further, parents/guardians are the primary influence in a child's life and must complement the role of teachers in promoting academic honesty to ensure a school policy of academic integrity, an awareness of its value, and a commitment to decide that follow that awareness.

Plagiarism is defined as using other people's words or ideas and presenting them as one's own.

### **Examples:**

- Cutting and pasting information from the Internet without quotation marks, without citing the true author's name, or without citing the source.
- Copying from an encyclopedia or other written source or publication without quotation marks, or without the true author's name.
- Cheating is defined as copying other people's work with or without their knowledge and claiming it as one's own. Submitting papers, assignments or tests that are not reflective of one's individual work.
- Copying homework;
- Giving someone homework to copy;
- Looking at someone else's test;

- Giving someone the answers to a test.

While each case of plagiarism will be handled individually, in all cases the principal, parents, teacher and the student will meet to discuss the incident, the assignment must be completed correctly in one's own words, and the principal will determine consequences.

### **PETS**

Pets may not be brought on parish/school grounds when children are present. Animals may not be brought to games, picnics, concerts or any event that involves children of any age. Pets may not be walked on the grounds when any activity involves children. This policy also includes school-sponsored events held at other locations – away football games, track and cross country meets, etc.

### **PICTURES/PUBLICITY**

To promote our school and the activities that occur at or during school, we will publish pictures that include our school children on the school web site, in marketing literature such as the school DVD, local newspapers, etc. If you have any concerns or prefer not to have your child's or children's picture published or shown on the web site, please check the box in TeacherEase during open online registration.

### **RECORDS – MEDICAL**

According to the Federal HIPA Act, a release must be on file for medical records to be released or faxed to any party.

### **REPORT CARDS**

Report cards are issued three times a year for grades PK through eighth. They are distributed in November, February/March and June. Because grades are available on PowerSchool, progress reports will not be sent home; parents and students check grades however, teachers will contact parents if grades become a concern. Please continue to check PowerSchool throughout the year to track student progress for grades 3-8. All financial obligations must be current for report card distribution or access to PowerSchool.

### **SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS**

As per the Archdiocese, any person wanting to volunteer in any capacity must complete a Volunteer Application, attend Virtus training, and complete a criminal background check, Code of Conduct and Child Abuse Neglect Tracking System form from the Illinois Department of Children and Family Services (CANTS). Contact the school office for information.

### **SAFETY PATROL**

Parents handle the safety of the child traveling to and from school. The safety patrol assists in the safe conduct of students to and from school. However, by providing this service, St. Cletus School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a student is not on duty.

### **SCHOOL RECORDS**

St. Cletus School keeps a permanent record of each student's grades, attendance, test results and health records. If a student transfers schools, permanent records are sent to the new school. The Buckley-Pell Act, specifically PL-93-358, was signed into law in December 1974. This act provides access by parents to student records maintained by an institution.

A request must:

1. Be in writing.
2. State the specific record desired.
3. State the reason for the request.

Within fifteen days of the receipt of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent.

## **SEARCHES CONDUCTED BY SCHOOL PERSONNEL**

### **Searches of School Property**

All property of the school, including student desks and lockers, and contents, maybe be opened, searched or inspected without notice. School personnel have an unrestricted right to search this property and containers, book bags, purses, or articles of clothing left unattended on the school campus.

## **SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcome sexual behavior which interferes with a person's life and/or creates an uncomfortable environment. It includes a broad range of behaviors including sexual remarks and jokes, suggestive looks and gestures, touching and other kinds of physical contact.

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

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 to demean, harass, abuse or embarrass that individual, will be subject to the sanctions for misconduct set forth above.

St. Cletus School seeks to create a Christian environment permeated by Gospel values of love, compassion and justice. All members of the school community are expected to demonstrate respect for themselves and one another. Any form of sexual harassment directly opposes our school's philosophy and values and will not be tolerated. Students who experience any form of sexual harassment are asked to bring the problem to the attention of a teacher or the principal.

## **SMOKE FREE**

St. Cletus School and all parish facilities and grounds are a non-smoking environment.

## **SNACK**

### **PK and K:**

Parents are expected to provide weekly snacks for the class on a rotating basis. The parents are given a calendar with their snack date noted and a recommended list of snacks based on class needs. Parents handle a **nutritious** snack, drink, napkins, and cups. If the snack requires plates, forks, etc., please include these.

Grades 1-5:

Parents may pack a healthy snack for their students daily.

### **STANDARDIZED TESTS**

St. Cletus has instituted Response to Intervention (RtI) as per federal and Archdiocesan regulations. RtI results from NCLB (No Child Left Behind) and IDEIA (Individuals with Disabilities Education Improvement Act). Universal screening in Reading and Math will be implemented three times a year with frequent assessment to identify and address student weaknesses. While most remediation will take place in the classroom, the resource teachers may pull out some small groups. Parents will be notified regarding any issues.

The Aspire Assessment and Tests of Cognitive Ability are administered to grades 3 through 8. Testing will be administered in April.

Catholic High School entrance tests are given in December at the high school of choice. It is the responsibility of the parents of 8<sup>th</sup> grade students to contact their local public high school for information on placement tests.

### **SUBSTANCE ABUSE BY STUDENT**

**Substance is defined as illegal drugs and drug paraphernalia, alcohol, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.**

**Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.**

**Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.**

#### **SCHOOL PROCEDURES FOR HANDLING VIOLATIONS**

- **Notify the parent/guardian and suspend the student during the school investigation.**
- **Notify local law enforcement authorities immediately as directed by law.**
- **Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.**
- **Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).**
- **Notify the school's Regional Director of the incident; fax a copy or send a PDF. of the completed Accident/Incident Report within 24 hours to the Regional Director.**
- **If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.**
- **Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.**
- **Appropriate confidentiality shall be maintained.**

### **SUSPICIONS / ALLEGATIONS OF CHILD ABUSE AND NEGLECT**

According to State Law, all educators are mandated to report allegations or suspicions of child abuse or neglect to the State of Illinois Department of Children and Family Services. If such allegations or suspicions are made concerning a St. Cletus student, they will be reported to DCFS. The Archdiocesan policy is listed on their website.

### **TECHNOLOGY AND INTERNET USAGE**



# TECHNOLOGY USAGE

## Student Appropriate Use of Technology and Internet Policy Statement

The school's network and technology devices are available to be used only for educational purposes including, but not limited to, instruction-related activities, classroom-based projects, and academic research.

All students must use the resources in an effective, efficient, safe, legal, and manner consistent with Catholic values. Violation of this policy may result in disciplinary action.

### Definitions of Inappropriate Use

#### *Unlawful Activities*

- Students will not attempt to gain unauthorized access to the school's network system, or to any other computer system, or go beyond authorized access. This includes attempting to log in through another person's account or to access another person's files or email.
- Students will not deliberately try to disrupt the school's network system or any other computer system or destroy data by spreading computer viruses or by any other means.
- Students will not vandalize the school's technology equipment by disassembling or disconnecting any computer components or peripherals (mice, keyboards, headphones, printers, etc).
- Students will not engage in any conduct that modifies, harms, or destroys any computer or network hardware.
- Students will not use the school's Internet to engage in any other unlawful activities such as hacking, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person (including public officials).

#### *Inappropriate Language and Unauthorized/Unethical Activities*

- Restrictions against inappropriate language apply to all speech communicated through the school's network system, including public messages, private messages, and material posted on Web pages.
- Students will not use obscene, profane, lewd, sexually explicit, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not intentionally use, access, transmit, or download information that is hate-motivated, fraudulent, abusive, or racially offensive.
- Students will not knowingly or recklessly post false or defamatory information that could cause damage or a disruption to your school or any other organization or person.
- Students will not use a camera phone or other recording device to record or take pictures of students or staff anywhere on campus without permission from a teacher or administrator.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks, or harass or bully another person.
- Students will not use, access, transmit, or download information that relates to or encourages the illegal use of controlled substances or other criminal conduct.
- Students will not stream radio stations, music, movies, or other non-authorized content.

- Students will promptly disclose to a teacher or another school employee any message received from any other student in violation of the restrictions on inappropriate language and unauthorized activities.

#### *Plagiarism and Copyright Infringement*

- Students will not plagiarize works found on the Internet (or that of others). Plagiarism is taking the ideas, graphics, music, or writings of others and presenting them as if they were yours without adequate and accurate citation.
- Students will respect the rights of copyright owners in materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you modify or reproduce a work protected by a copyright without explicit permission from the copyright holder.

### **Network Login and Account Security**

Students in select grades are provided their own, unique username and password to the network and/or other school-approved resources (such as Google's G Suite). Younger grades may access the network and associated devices with generic credentials provided by their teacher.

- Students with their own unique login should take all reasonable precautions to prevent others from using the account. Under no conditions should the student provide their password to another person. Students should never log in under someone else's name and password. Students should pay special attention to log out of their accounts on shared devices (including web browser sessions).
- Students will immediately notify a teacher or an administrator if they have identified a possible security problem. However, students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.
- Students will not engage in any conduct or activities that could disrupt the use of the system for others including: installing programs, files or apps; deleting programs, files, or apps; modifying settings; changing passwords; or reconfiguring the system.
- Students will not install desktop backgrounds, change mouse pointers, and other account modifications that can be disruptive and distracting to their learning environment.

### **Web Filtering and CIPA Compliance**

Enacted by Congress in 2000, the Children's Internet Protection Act (CIPA) addresses concerns about children's access to obscene or harmful content over the internet. The school prevents access to materials it considers harmful and to material that does not conform or support our educational objectives.

### **Internet Use**

The school views the Internet as a valuable source of information and research. Instructors will guide students to sites appropriate for the educational environment.

- Web searches and sites visited should pertain to class assignments. Students will not use the school network to access: obscene or pornographic material; material that depicts or describes violence, nudity, sex, death, or bodily functions in an offensive manner; material that advocates

illegal activities; material that promotes the use of alcohol or tobacco, academic dishonesty, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups

- Use of the school's network system for entertainment (e.g. social networking, streaming media/music, etc.) is not allowed except as allowed by a classroom instructor.
- If a student mistakenly accesses inappropriate information, the student should immediately notify a teacher or administrator.
- The school uses a filtering system compliant with the Children's Internet Protection Act (CIPA).
- Students will not seek to bypass the filtering software by using a proxy site or other circumventors.

## **Student Email & Safe Communication**

The school may elect to provide certain grade levels with a designated email address. By doing so, the expectation is this email address will be used only for educational purposes.

- Monitoring systems are in place to automatically flag student email messages for teacher and/or administrator review.
- Students should not for any reason disclose personal contact information including full name, family name, home address or location, phone number or other contact information.
- Students will disclose no personal contact information of other students. Private email messages should not be forwarded without permission of the person who sent the message.
- Students will promptly contact a teacher or administrators with any message received that is inappropriate or makes you feel uncomfortable. Delete no inappropriate messages until instructed to do so by a staff member.
- Assignments emailed to an instructor will only be allowed with prior approval and is at the discretion of the instructor. The instructor will provide acceptable file formats and guidelines for submitting work. Submitted work that does not meet the teacher's guidelines or cannot be opened can be incomplete, marked late, or rejected and can affect the student's grade.
- Email messages sent by students to teachers from personal accounts (such as Gmail, Yahoo, etc.) are not accepted and will be deleted. Students must use their official school-issued email address.
- Email messages that are not academic-related can be deleted without notice. Use of email for non-academic will result in disciplinary action.

## **Teacher/Student Electronic Communication**

All parish and school employees adhere to the Archdiocese of Chicago "Guidelines for Communicating Electronically with Minors."

### *Part A: Email To Students From Employees*

- If enabled, the school can send broadcast email messages appropriate and relevant to a student's classroom and/or academics. Some examples might include: out of uniform reminder, bring something to class, assignment deadline, behavior incidents, grade updates, and/or outside classroom resources (web links, book

recommendations, etc.). These emails will be designed as “information only” and should not require a response from the student.

- Any email contact made by a teacher or administrator MUST originate from the employee’s official St. Cletus Parish email address and not a personal account. Email contact with a student will only be done when necessary and only sent to their official school-issued email address.

*Part B: Cell Phone/Text Messaging*

- Except in cases of emergency, students/minors will not be contacted via cell phone.
- School faculty and staff will not share or distribute their own cell phone numbers to minors.
- If a text messaging system is enabled, it will be deployed as “information only” and not designed for two way communication. Examples might include out of uniform reminder, bring something to class, assignment deadline,, and/or outside classroom resources.

*Part C: Social Networking*

- Students should not seek to be friends or connect with parish and school staff. Any such request will be denied. Likewise, school and parish staff will not seek friendship or connections with students.
- Private messages and/or chats via social networks between students and staff members are not allowed and neither party should initiate such messages or chat requests.
- The school may choose an official social networking channel, page, or account for students and parents to follow. If such a vehicle is employed, appropriate guidelines will be provided to students and parents.

## **Use of Personally Owned Electronic Devices**

Use of personally owned electronic devices will follow our technology statement and only be allowed at the discretion of the teacher or administrator. Technology devices used during the school day must be used for educational purposes. Allowing devices will educate students about their own device as a tool for learning, both inside and outside the classroom. Parents do not have to equip their child with an electronic device. The school maintains many new and suitable devices for classroom work available in the classrooms or available for checkout.

- Any technology devices (laptops, games, mp3/music players, cameras, cell phones, etc.) brought to school must be powered off or turned to silent and stored in student’s school bag and/or locker.
- Classroom use of personal electronic devices is at the sole discretion of the instructor and may only be used during the school day under their direction and supervision.
- To ensure CIPA compliance, wifi-enabled devices should connect to a designated school network. Students and parents should consult their owner’s manual on how to connect their device to a wireless network. Students should come prepared with this information so they can quickly and efficiently connect to the school’s wifi. Students should not be using data plans that may be associated with the device.
- Use of a student cell phone for placing calls and/or texting is not allowed during the school day. Use during extracurricular activities is permitted at the discretion of the adult supervisor.
- Devices that present a security risk contain viruses and/or malware may be rejected or blacklisted from the network.
- Students handle the integrity and security of their removable storage devices, such as USB drives / thumb drives and use at their own risk.

## **Printing**

Printers are available in various locations in the educational building. The school recognizes the need for printed documents, but strongly encourages and prefers green initiatives (such as saving & sharing content electronically).

- Students must ask their teacher before using printers.

- If a student has difficulty printing at home, the student should arrange with their classroom teacher to come in before or after school to print. The teacher will not allow class time for printing outside assignments and/or homework.

### **Privacy Limits**

- The school's computer network, equipment, and the associated user accounts are the school's property. Student have no right of privacy on their usage or any information or files maintained in or on the school's network system or equipment and should understand there is no expectation that any communication or materials they send, access, view, or receive will be private. All student use of the Internet will be supervised and monitored. To inspect or investigate a student's use of the school's network or the student's files or documents maintained on the network system, the school may override/reset any passwords, codes, etc.
- Parents may request in writing to see the contents of their child's computer files.

### **Consequences for Inappropriate Use**

The school will follow normal discipline procedures for inappropriate use of technology and associated devices (including personal devices used on the school premises). Disciplinary consequences are decided by the teacher and/or administrators and can include detention, suspension, or revoking technology privileges. The school will cooperate and comply with local, state, and federal officials in any investigation related to unlawful activities conducted through the school's network.

### **Limitation of Liability**

The school does not guarantee that the functions or services provided through the school's network service will be without error. The school is not responsible for any damages suffered, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material. The school is not responsible for the accuracy or quality of the information obtained through the system. The school will not handle financial obligations arising through the unauthorized use of the system. Parents may be held financially responsible for any harm that may result from a student's intentional misuse of the system.

### **Software Piracy**

Software Piracy is stealing and will not be tolerated in any form at St. Cletus. Protected software is not to be copied into, from, or by any St. Cletus facility or system, except by license. Any acts of software piracy will be reviewed for disciplinary action. The definition of software piracy is the use of licensed software not paid for. St. Cletus will adhere to all licensing arrangements under which software is purchased.

- You may not bring in any licensed software from home or elsewhere.
- You may not copy licensed software from one computer to another within St. Cletus.

### **Property Rights**

St. Cletus computers will not be used to violate copyright and other property rights.

### **1:1 Devices**

Students in grade levels that are part of the school's 1:1 initiative will receive their device at the beginning of the school year. The device remains school property unless ownership is transferred.

*Care of 1:1 Device*

Students are responsible for the care of their 1:1 device. Any device that is broken or fails to work properly should be reported to their teacher as soon as possible so it can be assessed by the IT Department.

#### *General Precautions*

Students should never leave their device unattended.

- No food or drink should be next to devices.
- Devices should not be out at lunch time.
- Cords, cables, and removable storage devices must be inserted carefully.
- Devices should not be used or stored near pets.
- Devices should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Devices must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of devices.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).

#### *Cases*

- Each student that is part of our take home program will be issued a protective case for the device that should be used whenever the device is being transported or not in use.
- No items other than the device and charger should occupy the case.
- Although the cases are reinforced to help protect the device, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

#### *Carrying Devices*

- Always transport device with care and in its protective case. Failure to do so may result in severe damage such as shattered screens.
- Never lift Chromebooks/laptops by the screen.
- Never carry the device with the screen open where it can be scratched or damaged.
- If stacked with books, the devices and case should be on the top with no weight applied. Optionally, a shoulder strap can be used to carry the case/device.

#### *Screen Care*

Screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a device when it is closed.
- Do not store a device with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Only clean the screen with a soft, dry microfiber cloth or anti-- static cloth.

### *Asset Identification*

- The school-owned device may be labeled with a unique identifier such as asset tag and/or serial number.
- For your protection, labels and tags should not be modified or tampered with in any way.

### **Using The 1:1 Device At School**

Students enrolled in the take home program are expected to bring their device fully charged to school every day. Students with 1:1 devices that stay in their classrooms should see their device is returned to the appropriate charging cart each day. Students must bring their devices to all classes unless specifically advised not to do so by their teacher.

*If a student does not bring his/her 1:1 device to school*

- The student will receive a behavior consequence for not coming prepared to class.
- If available, the teacher may provide a loaner for in-class use only.

### *Device being repaired*

- If a device is damaged or unusable and in need of repair, a loaner may be issued to the student upon approval from school administration. The student/family is responsible for any damage to or loss of the loaned device. Loaner devices should not be taken home unless approved by administration.
- A member of the Technology Department will contact the student's homeroom teacher and return the repaired device.

### *Sound*

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

### **Using A 1:1 Device Outside of School**

- Students are encouraged to use their school-issued device with care at home and other locations outside of school.
- A wireless Internet connection will be required for the majority of 1:1 device use; however, some applications can be used while not connected to the Internet.
- Students should not use or install any operating systems on their device.
- Most work is stored and saved in the cloud so it is easily available on the provided device and most other devices.

### **Repairing/Replacing A 1:1 Device**

#### *Tech Support*

- Teachers will provide elementary technical support such as confirmation of network connectivity and correct password usage before opening a support ticket with the IT

Department. The IT Department will then evaluate the device and restore functionality, if possible. A loaner will be issued at the discretion of the school's administration.

#### *School Repair Responsibility*

- The school will cover repair to hardware that is not attributed to accidental damage, negligence, or vandalism. This may include repair/replacement of items such as internal storage, motherboard, and internal cables.

#### *Parent/Student Responsibility*

- Cost incurred due to damage, destruction, and/or vandalism of school property is the responsibility of the legal guardian. Intentional damage and/or vandalism will result in disciplinary action for students. Examples of damage not covered by the school include (but not limited to), broken screens/bezels, picked off keys, spilled drinks/food, graffiti, etc.

### **TECHNOLOGY USE 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 action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs for online purchases charged to the school are the responsibility of the student and her/his family. Also see Cyber bullying.

### **TELEPHONE CALLS HOME**

Students in grades 5 – 8 will not have access to the office phones for calls home requesting forgotten band instruments, homework, gym shoes, etc. It is our obligation to teach students to be responsible. Good study habits include good organizational skills. Have students organize their school materials the night before a school day. Forgotten medication is a different circumstance.

### **GUIDELINES FOR COMMUNICATING ELECTRONICALLY WITH MINORS**

The Archdiocese of Chicago formulated these Guidelines for Communicating Electronically **with Minors**.

#### **Basics**

Electronic communication includes (but is not limited to) use of cellular phones, webcams, email, text messaging, and instant messaging and, electronic publication of content on websites, message boards, blogs, and social networking sites.

All decisions related to the means used to communicate electronically with minors should be made by a pastor or principal, rather than by individual employees or volunteers.

Before communicating with minors electronically, obtain written permission from parents to do so. Ask parents, in writing, which forms of communication they prefer be used to contact their children.



**Teachers, catechists, coaches, youth ministers and others should not collect student e-mail addresses and phone numbers from students; this information must be provided, in writing, by parents.** With young children (i.e., elementary school and middle school students), only parents should be contacted directly. If minors are contacted directly by employees or volunteers, parents must be copied on the content of all messages (although the duplicate message need not be sent using the same means of communication used to contact the minor).

The content of electronic communication should be brief and on topic. When communicating with a minor, write or speak as if you are also communicating with their parents; the boundaries that must be respected in oral communication extend to electronic communication. All communication must conform to Archdiocesan Safe Environment Training and the Code of Conduct ([http://www.archdiocese-chgo.org/keeping\\_children\\_safe/code\\_of\\_conduct.shtm](http://www.archdiocese-chgo.org/keeping_children_safe/code_of_conduct.shtm)).

Communication that violates the Code of Conduct will not be tolerated, regardless of the medium used to convey it. Except in extraordinary circumstances, all communication between adults and minors should take place between the hours of 7:00 a.m. to 10:00 p.m. This includes posting content to websites and social networking sites.

### **Cellular Phones/Text Messaging**

- Use school or office lines to conduct ministry/school-related conversations.
- Except in cases of emergency, do not call minors directly (e.g., on a minor's cellular phone). Instead, call parent or family lines.
- Avoid sharing your personal cell phone number with minors.
- Do not communicate with minors via text messages. A possible alternative to the use of traditional text messaging is the use of Twitter or social networking sites (see point one under "Social Networking Sites.")

### **Email**

- Do not contact minors using a personal email address. Only official Archdiocesan or parish accounts should be used for communication.
- If possible, always copy parents on emails sent to minors. With certain minors (i.e., elementary school and middle school students), only email parents.
- Do not add minors to personal, electronic mailing list (e.g. when sending or forwarding an email unrelated to educational or ministry-based activities, do not add minors to the list of recipients.)
- If you receive an inappropriate personal communication from a minor, keep a copy of the message and inform your supervisor.

### **Social Networking Sites**

- Employees or volunteers should not use personal social networking site accounts to contact minors. Instead, a parish or school can create a group or organization page used strictly for education or ministry-related communication. These accounts must be registered to the school or parish, instead of to individuals within an organization. All group pages or ministry/education-related accounts should be titled to reflect their official nature. Passwords to such accounts should be accessible to at least two employees.

- No personal contact information should be listed in the profile fields. Only official email addresses, office phone numbers and job titles should be listed.
- Account settings should be set to maximize privacy.
- While schools and parishes may publicize their presence on social networking sites, minors should not be sought as “friends” (i.e. individually invited via site communication tools to associate with the group or page.)
- Do not post pictures of minors or “tag” pictures of minors (i.e. label photos to increase their accessibility or visibility on a site.)
- Only comment on education or ministry-related threads.
- Do not use instant messaging programs (e.g., Facebook chat).
- Official walls and pages must be frequently monitored for inappropriate posts. Inappropriate posts should be promptly removed/deleted. A specific individual should handle monitoring sites and removing inappropriate content.
- If third parties create unofficial groups or fan pages about your group, periodically review them for inappropriate content (e.g., unauthorized use of logos, bullying, harassing or defamatory language, etc.) You may report these pages/groups/users to the hosting site and ask that they be removed.
- All content posted by employees and volunteers must reflect Catholic teachings and values.

Questions regarding these guidelines are to be directed the Regional Director in the Office for Catholic Schools.

## TUITION SCHEDULE

### St. Cletus 2017-18 Tuition and Fee Rates

Pre-school	Tuition + Fees Total Rate	Monthly Payments (10 Months) July-April	Tuition Only Rate	Fees					
				Book/ Supplies Fees	Arch. Fee	FSA Fee	Athletic Fee	Tech. Fee	Total Fees
3- and 4-year olds (by 9/1/2017)	2017-18	July-April	2017-18						
2 Half Days - AM	\$2,260	\$226	\$1,938	\$130	\$27	\$15	\$0	\$150	\$322
3 Half Days - AM	\$2,610	\$261	\$2,288	\$130	\$27	\$15	\$0	\$150	\$322
5 Half Days - AM or PM	\$3,490	\$349	\$3,168	\$130	\$27	\$15	\$0	\$150	\$322
5 Full Days	\$5,730	\$573	\$5,408	\$130	\$27	\$15	\$0	\$150	\$322
<b>K-8th Grade</b>									
1 Student: Half-Day K	\$4,150	\$415	\$3,533	\$275	\$27	\$15	\$150	\$150	\$617
2 Students: (2) Half-Day K	\$7,000	\$700	\$6,081	\$550	\$54	\$15	\$150	\$150	\$919
1 Student: K-8	\$5,890	\$589	\$5,273	\$275	\$27	\$15	\$150	\$150	\$617
2 Students: (1) K-8 & (1) Half-Day K	\$8,860	\$886	\$7,941	\$550	\$54	\$15	\$150	\$150	\$919
2 Students: K-8	\$10,410	\$1,041	\$9,491	\$550	\$54	\$15	\$150	\$150	\$919
3 Students: (2) K-8 & (1) Half-Day K	\$12,540	\$1,254	\$11,319	\$825	\$81	\$15	\$150	\$150	\$1,221
3 Students: K-8	\$14,050	\$1,405	\$12,829	\$825	\$81	\$15	\$150	\$150	\$1,221
4 Students: (3) K-8 & (1) Half-Day K	\$15,160	\$1,516	\$13,637	\$1,100	\$108	\$15	\$150	\$150	\$1,523
4 Students: K-8	\$15,670	\$1,567	\$14,147	\$1,100	\$108	\$15	\$150	\$150	\$1,523

- ◆ Per-Student Fees: Book/Supplies and Archdiocesan Fees
- ◆ Per-Family Fees: FSA, Athletic, and Technology Fees

#### **Additional Fees (Billed through FACTS Management)**

- ◆ \$50.00 Non-Refundable Family Application/Re-enrollment Fee
- ◆ 6th Grade Chromebook Fee = \$200.00 per Student
- ◆ 7th Grade Chromebook Fee = \$100.00 per Student
- ◆ 8th Grade Chromebook Fee = \$100.00 per Student
- ◆ Before and after Extended Care: \$6.00/hour per child; annual \$25.00 registration fee
- ◆ 8th Grade Fees = \$115 per Student

## TRUANCY

### **STUDENT ATTENDANCE REQUIREMENTS**

- School attendance is compulsory in the State of Illinois.
- The responsibility for compliance with the law belongs to the parents/guardians for children 6 through 16 years of age.
- The school keeps an accurate record of the each student's daily attendance.
- The Archdiocese of Chicago attendance record is placed in the student's permanent file each school year.

## **ABSENCES**

The school investigates student absences when:

- a student returns to school with no excuse or one that might not be valid;
- a student continues to be absent with no apparent reason;
- a student is absent without parental approval;
- a student leaves the school building during school hours without permission.

## **UNEXCUSED ABSENCES**

Section 26-2a of the Illinois School Code defines a chronic “truant” as a student absent without valid cause for 5 percent or more of the previous 180 regular attendance days.

A student is truant when he/she is absent from school for a school day or portion thereof without valid cause.

## **TUITION PAYMENT**

School tuition, extended care, and other incidental charges are managed by FACTS Management, the school’s tuition manager and payment plan provider. New families will receive an invitation from FACTS Management to open and finalize their FACTS Management account. Payments are made by automatic withdrawal (ACH) through a bank account chosen by the family. A choice of three payment plan options is offered: one installment of the entire tuition balance; two half installments in July and February; or ten monthly installments from July through April. Families must choose the date of the month the automatic withdrawal(s) will occur: the 1<sup>st</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> of the month. FACTS Management will assess and collect a \$30.00 late fee for each late payment.

All tuition and fees must be paid in full by April 2016.

St. Cletus School’s financial *Exclusion Policy*: the school reserves the right to deny continued enrollment to any family who does not fully meet their financial responsibilities to the school.

- a. Tuition balances will be reviewed monthly. Families with outstanding balances will be provided written notice of delinquency, with a balance payment deadline scheduled by the school.
- b. At the school’s discretion, students whose families have balances due after the deadline will be excluded from school attendance until all financial obligations are met.
- c. The school also reserves the right to withhold transfer of records, report cards and/or diplomas from any family who does not fully meet their financial responsibilities to the school.
- d. The school also reserves the right to deny participation in school-sponsored activities to any student whose family does not fully meet their financial responsibilities to the school.

Registration is not confirmed until the non-refundable registration fee is paid and all financial obligations for the previous school year are met.

Tuition for families withdrawn from the school prior to the school year’s end will be prorated under the number of days attended, and a refund will be issued and/or future charges removed from the family’s FACTS Management account. All supplemental fees, including the enrollment fee, are non-refundable.

If a family experiences difficulty paying tuition and/or school-related incidental fees, the president must be contacted to work out an agreeable payment schedule. Families may apply for tuition assistance via FACTS Management’s on-line Grant & Aid module. Applicants interested in yearly

assistance must apply each new school year. Families receiving tuition assistance are strongly encouraged to participate in the school's Shop with Scrip tuition-savings program.

## VISITATION

We welcome all visitors. Parents are encouraged to visit and observe. Please contact the teacher to set up an appointment. Please remember, however, that often the children will act differently when parents or other visitors are present. Keep the lines of communication open between the parent and the teacher.

## VOLUNTEERS IN CATHOLIC SCHOOLS

Volunteers are valued members in many public and private organizations, and , in Catholic elementary and secondary schools. Volunteers should expect to be treated with respect; to have the tools and information to perform the assigned tasks; to ask for instructions or assistance as necessary; and to worship with the school community. Volunteers are not salaried and therefore, may not receive employee benefits or financial reimbursement for the service to the school.

The Archdiocese of Chicago Office of Catholic Schools requires that employees and volunteers working in Catholic schools complete the safe environment protocols for protecting children and youth before service begins. Parents and guardians will complete the Safe Environment Requirements before participating as a volunteer in the school as a chaperone, coach, tutor, or in any other capacity with students.

Principals interview prospective volunteers. Interviews may include: work and/or volunteer experience; areas of expertise/interest; role and expectations of a school volunteer; implications of volunteering if the prospective volunteer is a parent/guardian, member of the parish, or relative of a current student. The principal discusses the expectations regarding confidentiality related to school matters, teachers, disciplinary situations, student/family information, and school/parish personnel.

Volunteers must be approved by the principal to serve in the school. The principal does not have to accept or renew a volunteer's offer to work in the school or with students. Approved volunteers will be given copies of the following with an invitation to a Volunteer Orientation at the local school:

- 1) Job Description;
- 2) Volunteer Schedule;
- 3) Annual School Calendar; and a
- 4) School Family Handbook.

These Safe Environment Requirements must be completed by all school volunteers over Age 18:

- Archdiocese of Chicago Application for Employment or Volunteer Service
- Criminal Background Check – **eAppsDB and online application**
- **CANTS 689 Form** (Child Abuse and Neglect Tracking System) submitted to the principal
- **Code of Conduct:** read, signed, dated and given to the principal.
- Attend **VIRTUS/PROTECTING GOD'S CHILDREN FOR ADULTS™ before beginning a volunteer position in the school.** All adults over age 18 must pre-register online to attend this one time, 3 hour training.

**Coaches and Youth Ministers must complete Mandated Reporter training before beginning work with children.** Information is available on the Office for the Protection of Children and Youth (OPCY) website. To access **online training in English;** click on the Safe Environment Page. Upon completion of the online training, print the Certificate of completion. Retain a copy of the certificate for your personal file; give the principal a copy for your school personnel file.

## **WEAPONS**

The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure school:

- Students shall not carry, possess, or use weapons or firearms in school, or on school premises.
- Weapons include, but are not limited to the following: knives, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified immediately. Students who violate these directives are subject to suspension and/or expulsion.

The chief school administrator is required to notify local and state law enforcement officials of firearm incidents in the school or on school grounds. The Illinois State Police (ISP) shall be notified of such incidents by the school through the School Incident Reporting System (SIRS) within one to three days of the incident.

## **WEB ADDRESS & SOCIAL MEDIA**

The St. Cletus website is [www.stcletusschool.com](http://www.stcletusschool.com). School information can be accessed through this website.

Parents are encouraged to “like” our Facebook page at [www.facebook.com/stcletusschool](http://www.facebook.com/stcletusschool). Here, we will echo some of our school news and provide some unique marketing messages for prospective parents. Our Facebook page is a supplemental communication piece and should not be your primary source.

## **WELLNESS POLICY**

St. Cletus School will provide a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment will be aligned with healthy school goals to positively influence students’ beliefs and habits and

promote health and wellness, good nutrition and regular physical activity. In addition, school staff will be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings will be encouraged to provide healthful options. Students will be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

## **WITHDRAWALS**

Parents who will move during the school year or at the end of the year should notify the school office at least two weeks prior to the date children will leave. This notice will give sufficient time for the school to complete work on the child's file, to prepare the needed transfer, and to reconcile any financial matters. If a family has unpaid bills with St. Cletus School, their permanent records will be held until financial arrangements are made.

The office should be notified approximately two weeks before the withdrawal of a student from school. All financial matters and transfer information must be completed before a transfer is issued. A transfer form is obtained from the school office and should be presented to the school which the child is entering. All records will then be forwarded to the new school upon request by the principal.

## **ORGANIZATIONS**

### **ATHLETIC ASSOCIATION**

The St. Cletus Athletic Association funds and provides these programs for St. Cletus students:

Intramural Soccer	K – 4 (boys & girls)
Football	5 – 8 (boys)
Cheerleading	7 & 8 (girls)
Basketball	5 – 8 (boys & girls)
Volleyball	5 – 8 (girls & boys)
Track & Cross Country	5 – 8 (boys & girls)

St. Cletus competes in the Suburban Parochial League. Teams are coached by qualified volunteers who teach the fundamentals of the sports and teamwork and sportsmanship. Information about any sport can be found at [www.stcletusschool.com/athletics/](http://www.stcletusschool.com/athletics/). The office does not have information about sport cancellations due to weather; contact the coaches.

### **ATHLETIC ASSOCIATION OFFICERS 2017 - 2018**

Chris Bourjaily	Athletic Director
Brendan Foley	President
Marty Mulcrone	Vice President
Jim Gorman	Secretary
Yolanda Caron	Treasurer

## **BAND BOOSTERS**

The Band Boosters promote band activities to ensure the opportunity for students in grades 4 – 8 to pursue music instruction and enrichment. The Boosters provide organizational and financial resources for the band programs through parent involvement.

### **BAND BOOSTERS OFFICERS 2017 - 2018**

Phil Enns	Band Director
Mary Ellen Staelgraeve	President
Anthony Angeletti	Secretary
Linda Tischler	Treasurer

## **FAMILY SCHOOL ASSOCIATION**

### **St. Cletus Family School Association Mission Statement**

“The mission of the St. Cletus Family School Association is to provide opportunity for open communication among all members of the school community; to help nurture and display the positive Christian spirit of the school; to support the faculty, administration and school board with a corps of volunteers to organize fund-raising and spirit-centered events and special programs that enrich the school days of our children and express our commitment to quality education in the Catholic tradition.”

Membership belongs to all parents of St. Cletus School children and their teachers. The annual dues provide monies for various programs. The Family School Association holds scheduled meetings, and they are open to all parents. Family School offers many opportunities for parental involvement including volunteers for school-related activities. If you might work any time into your schedule, please contact one of the officers.

### **FAMILY SCHOOL OFFICERS 2017 - 2018**

Lupe McKeehan	President
Leticia Schultz	Vice President
Chelsey Gildow	Secretary
Christina Porcelli	Treasurer
Nikki Gorman	Past President

## **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

NJHS honors those students with demonstrated excellence in the areas of scholarship, leadership, service, citizenship and character. These characteristics have been associated with membership in the organization since its beginning in 1929. St. Cletus students associated with this organization are held to high standards to be considered for, and maintain, membership. Students must maintain a cumulative GPA of 3.0 with no single grade lower than a B-. Students must also perform 20 hours each year of service toward their school and community. Any student that is a candidate for membership will be dismissed from the group if they fail to meet these requirements. A student that is an active member and fails to meet the requirements will be granted a 1 trimester probationary period to rectify the issue before being dismissed. Finally, any student with repeated behavioral issues can be dismissed from the group which is to be determined on a case-by-case basis by the faculty advisors



and principal. Once a student has been dismissed from the group, they are not eligible to reapply for membership at any point.

**NJHS OFFICERS 2017 -2018**

- President: Beth Bourjaily
- Secretary: Emma Cassidy
- Treasurer: Caroline Hart
- Parliamentarian: Brianna Episcopo

**SCHOOL BOARD**

The St. Cletus School Board comprises the pastor and approximately eight – twelve members. The principal is a non-voting member of the school board, and is the executive officer. A representative from the Family School Association and a representative of the Athletic Association participate in School Board meetings. School Board meetings will be designated on the monthly calendar. Matters of individual concern should be directed to the teacher or administration. Matters to be brought to the attention of the School Board must be submitted in writing to the chairperson, via the school, ten days prior to the meeting.

**SCHOOL BOARD MEMBERS 2017 - 2018**

- |                   |                           |
|-------------------|---------------------------|
| Fr. Bob Clark     | Pastor                    |
| Tom Chinske       | Principal                 |
| Christy Schaefer  | Assistant Principal       |
| Eileen Dorchinecz | Chairperson               |
| John Rossmiller   | Vice Chairperson          |
| Jodie Pulciani    | Secretary                 |
| Doug Rausch       | Finance                   |
| Patrick Townsend  |                           |
| Chris McLean      |                           |
| Bob Havelka       |                           |
| Matt Wangard      |                           |
| Scott Aulinskis   |                           |
| Valerie Sosne     |                           |
| Ron Skrip         |                           |
| Lupe McKeehan     | FSA President             |
| Brendan Foley     | Athletic Assoc. President |
| Chris McLean      | Tech. Comm. Rep.          |

**STUDENT COUNCIL**

We do not wish to prevent any student from trying to run for Student Council, but if elected, we expect a certain level of role modeling in our student council participants. Therefore, when students take positions in the student council they are expected to achieve an average of C level or above and not engage in behavior that warrants detentions. After a student takes office, if they are unable to continue due to behavior or academic progress, the moderators will appoint a replacement. When elected, the student council officers and representatives should sign a document outlining the parameters of their participation with the promise they will uphold the guidelines set forth or their status will be changed and they may be removed from office.

**STUDENT COUNCIL OFFICERS 2017 -2018**

President: Joey Antonietti

Vice-President: Colin O'Brien

Secretary: Caden Hogan

Treasurer: Alex Luna



DATE: August 2016  
TO: Parent, Teachers and all other School Employees  
RE: Notification Letter Concerning Asbestos Content & Management Plan for Our School

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

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Our school has been inspected, and some asbestos containing materials were identified in our building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Our school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file in our school office for review if you so desire.

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