



# **Parent / Student Handbook**

## ***St. Catherine of Siena School***

*845 West Main Street  
West Dundee, IL 60118*

## Revision History

Date	Revision
12/7/2018	<ul style="list-style-type: none"> <li>● Updated Athletic Academic Eligibility</li> </ul>
6/7/2018	<ul style="list-style-type: none"> <li>● Added Tuition/FACTS Tuition Management</li> <li>● Added Tuition Delinquency Policy</li> <li>● Added information about earrings and headbands</li> </ul>
9/27/2017	<ul style="list-style-type: none"> <li>● Added leggings to meet sock/tights color requirements for girls' uniform</li> <li>● Added shoe requirements to alternate dress code</li> </ul>
5/9/2016	<ul style="list-style-type: none"> <li>● Added documentation regarding school anti-discrimination policy per the Diocese of Rockford under the School Philosophy section.</li> </ul>
11/24/2015	<ul style="list-style-type: none"> <li>● Added documentation to support our non discrimination policies per the Diocese of Rockford.</li> <li>● Added the required date for immunizations per the Diocese of Rockford.</li> </ul>
11/19/2015	<ul style="list-style-type: none"> <li>● Update alternate dress attire to include that leggings are allowed when worn with a long top.</li> <li>● Update tuition EFT payments are set up through SchoolSpeak. Fees are collected at designated Fee Day in August.</li> <li>● Removed Market Day Sales information.</li> </ul>

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# INTRODUCTION

This Handbook provides you with information about the school. It should answer most of your questions about policies and procedures and save numerous phone calls. PLEASE KEEP IT HANDY FOR READY REFERENCE THROUGHOUT THE YEAR.

The guidelines and policies outlined in this Handbook are based on Gospel values, Diocesan policies, State law, parent and teacher input, and administrative experience. Your full cooperation in helping us carry them out will make our service to your children much easier. We welcome your ideas, suggestions and comments.

Statements in this Handbook are subject to change with or without notice. We will attempt to keep you informed of all changes as soon as possible.

## 1. MISSION STATEMENT

The mission of St. Catherine of Siena Catholic School is to offer parish children a Christ-centered, challenging academic and religious program. Our commitment to this mission will foster self-esteem, prepare students for their place in the community, and provide them with necessary skills to make a positive impact on the moral climate of society.

## 1. SCHOOL PHILOSOPHY

We, the faculty and parents of St. Catherine of Siena Catholic School, believe in the uniqueness of each child and the importance of education through varied experiences within a strong curriculum. Parents, as the primary educators of their children, share the responsibility of their children's education with the school. Students will be encouraged and given opportunities to participate and grow within the faith community and to recognize that their community extends far beyond themselves into the larger world. The school will offer a challenging academic and religious program within a healthy environment that fosters self-esteem and develops the ability to solve problems and make decisions based on Christian morals and values. The school will strive to provide the students with those skills necessary to enable them to become contributing members of society.

- ***St. Catherine of Siena Catholic School admits students of any race, gender, national, and ethnic origin to all the rights, privileges, and activities generally accorded or made available to students at the school.***
- ***St. Catherine of Siena Catholic School does not discriminate against students with disabilities.***
- ***St. Catherine of Siena Catholic School does not discriminate against individuals based on their status as immigrants.***

If an individual believes that he or she is a victim of unlawful discrimination by the School the individual should report this to the Principal or Superintendent of the School. If the complaint of discrimination is against the Principal or Superintendent, the individuals may instead report the matter to the Director of Educational Services of the Diocese of Rockford. All complaints of unlawful discrimination will be investigated and treated seriously. The report will be investigated, and the investigation may include a review of the documentation as well as interviewing the alleged victim, potential witnesses and the alleged accused. Upon completion of the investigation, a determination as to the merits of the allegation of discrimination will be made. The individuals involved will be informed of the results of the investigation.

Catholic Schools in the Diocese of Rockford shall be in compliance with all relevant case law interpreting the Illinois School Code, including Plyler v. Doe.”

## **ADMINISTRATION**

The Pastor is ex officio the chief administrator of the school.

The specific direction of the school is delegated to the Principal.

The specific direction of the classroom is delegated to the teacher.

The specific direction of the lunchroom and playground is delegated to the supervisor in charge.

If a question regarding procedures should arise, consult the one closest to the situation:

1. The person concerned, e.g. teacher, supervisor
2. The Principal, if further assistance is deemed necessary.
3. The Pastor, if further assistance is deemed necessary after the teacher or supervisor and then, by the Principal.

Parents are asked to follow the above procedure with any problems or concerns.

## **GOALS**

As members of St. Catherine of Siena Catholic School Community, parents, teachers, students, and administrators are expected to work toward the accomplishment of the following goals:

1. To develop and strengthen the spiritual growth of each person and to provide experiences for a strong faith community by
  - a. Teaching Catholic doctrine
  - b. Preparing students to take their place in society by practicing Gospel values in daily life
  - c. Planning and participating in dynamic liturgies

- d. Offering a strong sacramental program
  - e. Providing opportunities for the staff and students to pray together
  - f. Encouraging service to others in and beyond the school community
  - g. Promoting moral awareness of global and cultural needs
  - h. Offering a family life program including Chastity and Safe Environment Education.
2. To foster self-esteem by
- a. Recognizing the uniqueness and worth of each individual
  - b. Promoting self-respect and self-discipline
  - c. Helping students to be positive and tolerant in their attitudes and in the way they treat one another
  - d. Encouraging leadership and a sense of responsibility
  - e. Fostering activities which generate school spirit.
3. To work for academic excellence by
- a. Recognizing students' success at their own level of achievement while encouraging them to develop their academic potential to the fullest
  - b. Working to meet the individual needs of each child
  - c. Providing opportunities for students to practice higher order thinking skills
  - d. Encouraging participation in enrichment and extracurricular activities
  - e. Evaluating student progress through periodic assessment
  - f. Updating and enhancing the curriculum
  - g. Promoting positive, constructive communication among members of the school community

Parents, teachers, students, and administrators are expected to communicate to other parish members the good work and importance of St. Catherine of Siena Catholic School.

## **GENERAL SCHOOL INFORMATION**

### **ACADEMICS POLICY**

Students grow in self-discipline and responsibility through positive study habits. Teachers and parents are to encourage academic excellence in class and homework. SchoolSpeak is used for online gradebook for grades 3-8. Parents can check their student's grades on SchoolSpeak using their password. Teachers are required to update grades on SchoolSpeak in a timely fashion determined by the number of times the class meets per week. Parents are encouraged to check their student's progress weekly. At midterm of each grading period parents will receive an email reminder to check their student's grades.

### **ACADEMIC ASSESSMENT**

REPORT CARDS: Report cards can be viewed on SchoolSpeak for grades K through 8

at the end of each quarter. These cards inform you as to strengths and/or weaknesses your child may have in certain subjects.

**STANDARDIZED TESTING:** In the fall, students in grades 3, 5, & 7 take the Iowa Test of Basic Skills. Results of these tests are shared with parents.

**STUDENT ASSESSMENT:** Teachers will give periodic tests to evaluate students' mastery of the material presented. These tests will be shown to the students when they are graded. When the teacher sends a test home, it is the child's responsibility to see that it is shown to the parents. In order to preserve test security, some tests are not sent home with the student.

**INDIVIDUAL TESTING:** Parents who wish to request an individual evaluation of their child whom they suspect has a mental, physical, emotional or learning disability should discuss this with the homeroom teacher or the principal.

## **ADMISSION POLICY**

Children who have reached the age requirements for the State of Illinois will be admitted to St. Catherine of Siena School at the discretion of the Principal and subject to the following provisions and priorities:

1. Children currently enrolled at St. Catherine's.
2. Children of St. Catherine and St. Mary families with children currently enrolled.
3. Children of non-parishioner families with children already enrolled.
4. Children of St. Catherine and St. Mary families now reaching school age.
5. Transfer students of parishioners who attend the parish religious education program.
6. Catholic children of other parishes after July 31<sup>st</sup>.
7. Non-Catholic children may be admitted after July 31<sup>st</sup>.

## **AIDS POLICY**

Student Admission

1. Students with AIDS/HIV enrolled or seeking enrollment in grades K-8 shall be permitted to attend St. Catherine of Siena School in an unrestricted setting, subject to the terms and conditions of this policy.
2. Students with AIDS/HIV shall not be excluded from attending St. Catherine of Siena School for reason of the infection unless exceptional conditions are evident as determined by the student's physician, Student's parent(s) or legal guardian(s), the school principal, and the pastor.
3. Cases shall be referred to the Superintendent of Schools according to the guidelines and procedures of the Diocese when disagreement on the existence



of the excluding conditions prevents the student's physician, the student's parent(s) or legal guardian(s), the school principal, and the pastor from reaching a decision on admission or continued enrollment.

Diocesan Policy: 1/90

## **ALCOHOL AND DRUGS POLICY**

Students are prohibited from using or being under the influence of alcohol or drugs while at School or at any School-related function. Included within the prohibitions set forth in this Policy are the following:

- Use, possession, manufacture, distribution, dispensation or sale of drugs, drug paraphernalia or alcohol on School premises or with respect to School-related activities;
- Storing in a locker, desk, automobile or other repository on School premises or in connection with any School-related activity any drugs, drug paraphernalia or alcohol;
- Being under the influence of drugs or alcohol on School premises or in connection with any School related activities.

The School reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use and/or other indicia giving rise to a suspicion of a violation of this Policy.

A student's failure to cooperate in testing required by this Policy or other violations of this Policy may result in disciplinary action up to and including expulsion from school.

The following steps will be taken if a problem does arise:

1. Parent(s) will be notified immediately. Temporary suspension from school will be imposed until meeting between all parties involved takes place. This suspension will be in force until counseling has been arranged.
2. The student will be placed on probation. The nature of probation (including drug awareness sessions) will be determined by the principal.
3. Second offenders are subject to dismissal.

## **ARRIVAL AND DISMISSAL PROCEDURE**

In order to ensure the safety of all students, we ask parents who drive their children to and from school to use the parking lot and parking lot exits located on the east side of the building. NO STUDENTS SHOULD ARRIVE BEFORE 8:00 unless coming for Band, morning help, or scheduled conferences. At that time students must enter through the west entrance.

If your child usually takes the bus home but is being picked up by car or is going home with another child, your child must have a written note to this effect.

To foster student independence and safety, parents are requested to refrain from escorting their child through school hallways.

## **ATHLETIC POLICY**

Student eligibility for sports activities will be based on each student's academic performance and conduct. Any student whose grades are unacceptable will not be eligible to participate on the team until improvement has been made.

The desire to excel and succeed are worthy goals but the desire to win will not take precedence over the right of each participant to have playing time. Playing time will be allowed each participant who meets the behavior and academic standards of the school and adheres to the guidelines provided by the Athletic Association of St. Catherine of Siena Catholic School, Tri-Conference By-Laws, and Diocese of Rockford Elementary School Athletic Program's Philosophy, Goals, Rules and Regulations.

## **ATHLETIC PROGRAM**

The specific objectives of the Athletic Program include:

1. To develop the ability to think both as an individual and as a team member.
2. To see the need for good health and physical fitness.
3. To improve motor skills.
4. To create a desire to succeed, to excel, and to show good school spirit.
5. To show respect for the rights of others and for authority.
6. To learn high ideals of fairness in all human relationships.
7. To learn to make proper decisions under pressure.
8. To apply moral and ethical standards.
9. To understand the rules of the game.
10. To be socially competent and realize the value of rules.

Organized sports at St. Catherine of Siena Catholic School are dependent upon the leadership and cooperation of parents and/or benefactors. St. Catherine School offers basketball, volleyball, cheerleading, and cross-country. Boys and girls in grades 5-8 are eligible. Girls in grades 1-4 are eligible to participate in POM's.

Each student participating in sports must provide the following each school year:

1. Registration form and payment for each sport.
2. A sport physical within one year of the ending date of the sport.
3. [Emergency Information Form](#) that includes insurance information.

4. [Indemnification Agreement](#) signed by parent and student.

Students will not be allowed to participate in practices or be issued a uniform unless all of the above mentioned criteria have been met. Families will be assessed a replacement fee if the uniform is not returned within one week of the end of the season.

Behavior at games is the responsibility of each student and parent. Parents and coaches are expected to demonstrate good sportsmanship and Christian attitude as role models for the athletes. The following are students rules for attending athletic events:

1. Good sportsmanship must be demonstrated at all times.
2. Hats are to be removed while in the school or in the gym.
3. Students should enter and exit the gym by using the space between the wide blue line and the wall and only during time-outs or at the end of games, quarters, etc.
4. Students should remain in the gym; they are not allowed to leave the building during games. Entrance and exit should be through the gym entrance located off the school lobby.
5. Students should be seated in the bleachers whenever space permits.
6. Only students participating in the athletic event should be handling or playing with the equipment.

The best supervision occurs when the student's parents are at the games. Parent attendance and supervision, therefore, is strongly encouraged and very much appreciated.

We regard participation in extracurricular sports as a privilege and want to emphasize to the athlete the importance of academic achievement. In case of suspension from school, a student may not participate in organized sports until such time that s/he has been reinstated in school.

## **ATHLETIC ACADEMIC ELIGIBILITY**

The academic success of each student is of primary importance. Grades are reviewed every Monday. Any student with an achievement grade of D's in two subjects or an F in one subject will be suspended from participating in games for one week. Academically Ineligible students may not attend practice but may attend games, they will not suit up. Eligibility status will be reviewed every week to determine whether eligibility is restored or whether the student will remain ineligible for another week. At the start of a new quarter, eligibility begins anew and will not be checked until the Monday after the third week of the new quarter of school.

## **ATTENDANCE/TARDINESS**

Regular attendance is vital to the continuity of an educational program and necessary to avoid student deficiency due to missing a teacher's oral presentation and/or class discussion. When a child is ill or unable to attend school, the parent is to notify the Office by phone or e-mail before 9:00 A.M. For the safety of your child, it is imperative that we receive this information each day your child is absent.

Written or e-mailed excuses stating the reason and dates of the absence(s) are required of all absentees. This note is to be given to the teacher on the first day back.

If a student is late for school, s/he must report to the school office to obtain a tardy slip. Tardiness, arrival in the classroom after 8:30 A.M., could result in the implementation of the discipline policy. Leaving early also counts as a tardy. Being late and leaving early both affect perfect attendance.

Please refer to the school calendar when planning a vacation or trip. Regular attendance at school is important and taking the student out of school for vacations or trips is not recommended. If your child is absent for a vacation or trip, make-up work will be given to the student upon his/her return from vacation.

If a student is ill, the parents may pick up their child's assignments and textbooks at the end of the day. For 5th through 8th grade students, parents will need to have their child's locker combination to retrieve the books needed from the child's locker.

Any child who is absent from school for reasons of health may not participate in any extracurricular activity on the day he/she did not attend school. Students must be in school by 12:00 noon. This excludes medical appointments and funerals.

Repeated, unexcused absences will result in a parent/teacher/principal conference and may be cause for a truancy report to be filed with the Kane County Truant Official.

Whenever a child is absent or tardy, s/he is responsible for making up the school work. The amount of time usually given for makeup work to be completed will be at the discretion of the teacher and determined by the length of the student's absence. After a student has returned, a day to make up work will be allowed for each day missed. However, this allotted time shall not exceed one week after the student returns to school.

PLEASE NOTE: The first bell rings at 8:20. Students must be in the classroom and ready to begin class at 8:30. This includes all grades PK-8.

## **BICYCLES**

Students riding bicycles to school must be certain they are locked and placed in the rack

provided. No one is to loiter or play in the area of the bicycles. Bicycles are to be walked on and off the playground and are not to be ridden during school hours on any part of the premises.

The school cannot be responsible for any theft/vandalism to the bicycles.

## **BULLYING**

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology (“Cyber bullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the Diocese school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber bullying”), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of “cyberbullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos & social media (i.e. Facebook, Twitter, Instagram, Snapchat, etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the student’s school.

Diocese of Rockford Policy #5170

Parents will be notified of any bullying incident involving their child. Discipline will be

determined by the administration on a case by case basis.

## **BUS**

School District #300 provides St. Catherine's students (K-8) with bus transportation if they live within Dundee Middle School or Carpentersville Middle School attendance areas. Questions about this service are referred to the District #300 Transportation Office: 847-658-3262.

If your child usually takes the bus home but is being picked up by car or is going home with another child, your child must have a written note to this effect.

### **Durham School Services School Bus Rules**

1. *Do not throw object in or at the bus.*
2. *Do not push or shove other students.*
3. *Do not stick hands, arms or head out the window.*
4. *No food or drink is allowed on the bus.*
5. *The driver/administrator has the right to assign seats.*
6. *Fighting or striking or intimidating another student is prohibited.*
7. *Do not litter at the bus stop or in the bus.*
8. *Remain seated while in the bus.*
9. *Face the front while in your seat.*
10. *Do not get up from your seat until the bus is stopped.*
11. *No profanity or foul language on the bus.*
12. *You may not ride a different bus without permission.*
13. *Students who do not normally ride the bus may not accompany a friend on his/her bus.*
14. *Be respectful, polite and well mannered on the bus at all times.*
15. *No sports equipment, toys or animals of any kind allowed on the bus.*
16. *Students must be at the bus stop 5 minutes before the designated pickup time.*
17. *Cell phones may not be used on the bus.*

## **CHILD CUSTODY**

If parents are divorced or separated, the school presumes that both parents have access to the child/children unless information to the contrary is on file in the school office.

## **CLASS SIZE POLICY**

The student-teacher ratio shall be a maximum of 30 students to 1 teacher.

The student-teacher ratio can exceed 30 students to 1 teacher in specific cases that will accommodate the enrollment of the entire family.

## **CURRICULUM**

Studies pursued by students at St. Catherine School include, but are not limited to the following: Religion, Math, English, Reading, Literature, Science, Spelling, Social Studies, Art, Music, Physical Education, and Technology. Handwriting is taught in grades K-3 and Phonics is taught in grades K-4. Enrichment activities are integrated into various subject areas, e.g. Academic Fair, Accelerated Reader, Band, BEST Program, D.A.R.E., Field Trips, Foreign Language, Junior Achievement, Junior Great Books, Outdoor Education, Science Fair, Spelling Bees, and History Fair.

## **DIALOGUE**

The Dialogue, a weekly newsletter, is sent home electronically each Friday. It is our main vehicle of communication. Please take the time to read the Dialogue each week.

## **DISCIPLINE POLICY**

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities - whether during regular School hours, on School premises, in connection with School activities or otherwise. In the event of a violation of those standards, the administration reserves the right to invoke appropriate disciplinary steps including, but not limited to, referrals, detentions, suspensions and expulsion. The level of discipline appropriate for a violation shall be determined on a case-by-case basis at the administration's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record, and other similar such criteria.

The following is a non-exhaustive list of infractions for which students may be disciplined up to and including expulsion:

1. Violation of the School's policy on gang-related activities;
2. Violation of the School's policy on drugs and alcohol;
3. Violation of the School's policy on weapons;
4. Violation of the School's rules and regulations;
5. Any conduct considered by the administration to be contrary to the best interests of the School, its students, its faculty, and/or to the School's mission.

## **DISCIPLINE CODE**

Since parents are the first and foremost educators of their children, self-discipline training begins long before a child is old enough for school. This training then continues in school and creates a proper environment for learning.

The code of student behavior at St. Catherine is based on self-discipline. This then leads to respect for oneself and for others as well as the acceptance of responsibility for one's own actions. Proper behavior, grounded on Christian principles, is expected of all students at St. Catherine of Siena Catholic School. Also, since students often represent St. Catherine of Siena Catholic School while off school grounds and outside of normal school hours (athletic events, field trips, on the bus, etc.), they are expected to obey the same rules, regulations, and discipline that are required at school. In other words, all students are to conduct themselves in a respectful manner at all times.

Students must cooperate with priests, principal, teachers, school personnel, and volunteers at all times. Proper behavior includes, but is not limited to, the following:

- Obedience to all authority
- Respect for oneself and one's property as well as respect for other's property
- The acceptance of the responsibility for one's actions, assignments, appearance, and duties
- Conformity to uniform dress code
- Honorable behavior to and from school which is representative of the good training given at home and at St. Catherine of Siena Catholic School
- Returning required signed notes, disciplinary forms, school work, tests, etc., by 8:30 A.M. the next school day
- Trustworthiness at all times
- A proper attitude which is conducive to and motivated towards learning individually as well as in groups which result in each student's best oral and written work according to ability
- Neatness, completeness, and punctuality in all assignments
- Cooperative performance of classroom maintenance duties
- Quiet and courteous behavior in the halls and washrooms
- Obedience to class, lunch, and school rules
- Playground cooperation and proper use of playground equipment
- Pious participation at liturgies
- Neatness in lockers and desks
- Care of and prompt return of library books
- Daily use of the required assignment notebooks, pencil cases, and folders
- Obedience to rules regarding arrival and dismissal
- Courtesy at all times



Behaviors which are unacceptable for St. Catherine School students include:

- Disrespect for God, country, adults, or other children
- Behavior which interferes with another student's academic progress and/or overall well-being
- Endangering the safety and/or security of the school and/or students
- Fighting
- Use of unacceptable verbal or written language
- Leaving school grounds at improper times without written permission
- Shoving and pushing in lines
- Throwing rocks, snow, ice, snowballs, or any objects
- Untidiness in work or materials
- Cell phones should be turned off and stored in lockers during school hours
- Writing in or destroying hard cover books (Students must pay the replacement cost of the book)
- Misbehavior on school bus, on field trips, or at other school functions
- Vandalism
- Violation of uniform dress code
- Chewing of gum
- Displaying poor representation of St. Catherine of Siena Catholic School

## **DETENTION**

If a student receives a detention, the student and parents will be notified of the time and place.

## **IN SCHOOL SUSPENSION**

If an in school suspension is deemed necessary by the administration, the student and parents will be notified of the day and time.

## **OUT OF SCHOOL SUSPENSION**

- Students will not be allowed on school property for duration of suspension.
- Classwork, homework and tests must be made up, but **full** credit will not be given for classwork at the discretion of the teacher/principal.
- Attendance at or participation in school sponsored activities or organizations is forfeited.

## **EXPULSION**

The reason justifying expulsion from a Catholic school should be as serious as it is rare. As soon as it becomes evident that expulsion of a particular child might be necessary, the administration will notify the parents of the child. Expulsion may occur for the following, but not limited to::

- When the moral, academic or physical well-being of any student or staff member is endangered
- When there is a prolonged and open disregard for school authority
- The use of alcohol, tobacco, or drugs on school property
- Repeated truancy
- Willful and negligent damage to the school or church buildings

## **EMERGENCY CLOSING**

Parents and students will be informed of school closing via email and text messages through SchoolSpeak. Parents are required to update email addresses and phone numbers as necessary.

St. Catherine's follows the decision of District #300 with regard to closing school due to bad weather; if District #300 is closed, St. Catherine's is closed.

## **E-READERS / TABLETS**

Students are allowed to bring their own electronic devices to school for use as an e-reader for silent reading times. The school and staff are not responsible for loss or damage of these devices. If the device is used for anything other than reading or school use, it will be taken from the child and the parents will be notified. The parents may pick up the device from the principal and the student will lose the privilege of bringing the device to school. This privilege may be reinstated at the discretion of the administration. All students wishing to use personal devices in school must turn in the e-Readers in the Classroom form signed by the student and a parent acknowledging their understanding of the policy.

At this time, the school does not provide WIFI internet access for these personally owned devices.

## **FEES**

Book and technology fees cover the cost of registration, books, graduation, some supplies, locks, calculators, workbooks, testing forms, vision and hearing screening for eligible students, and technology. Books are to be properly cared for and covered. A fine is charged if books are lost or damaged. A fee will be charged for lost or broken locks.

Registration fees are due by the published due date. Late registrations will be assessed a late fee.

## **FIELD TRIPS**

Well-planned field trips are part of the learning experience at St. Catherine School. Field trips must be educational. A special form is sent home in advance to inform parents of the trip and to secure permission. Only this form will be accepted as permission for the trip.

The school reserves the right to deny participation to any student who does not have the proper permission or who has been unable to cooperate with the school rules.

## **GANGS AND GANG-RELATED ACTIVITIES POLICY**

This School is a gang-free environment. Gangs, as defined in this Policy, include individuals who associate with each other primarily for criminal, disruptive and/or activities prohibited by law and/or by the School's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in a School setting as their presence interferes materially and substantially with the educational process and the maintenance of appropriate discipline and also may foster anti-social behaviors, attitudes and practices which may endanger the health, safety and welfare of all students.

Students are prohibited from participating in any activity related to a gang or secret society while on School property or in conjunction with School-related activities.

Activities prohibited by this Policy include, but are not limited to, the following:

1. Soliciting and/or recruiting others for membership.
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
4. Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
5. Wearing, possessing, using, displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
6. Using any verbal or nonverbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
7. Engaging or failing to engage in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to, distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to "represent" or act like a member of a gang or secret society;
8. Any other activity which violates any law, policy, rule or regulation of the School or the Catholic Diocese of Rockford when such act or activity is taken to further the interest of a gang or secret society.

For purposes of the Policy, the School may also consider gang or gang-related activities in which a student engages outside the School and/or separate from School-related activities due to the potential repercussions on the School and other students of such conduct.

Violations of this Policy may result, in the School's discretion, in discipline up to and including expulsion from the School.

## **GUM CHEWING**

Gum may not be chewed at school or on school grounds at any times, e.g. athletic practice, athletic games, playground before school or bus line after school. Chewing gum at school results in a referral. Gum should never be brought as a treat or as part of a lunch.

## **GYMNASIUM USAGE POLICY**

The purpose of this policy is to define the appropriate use of the St. Catherine's gymnasium and the procedure for reserving the use of the gymnasium. The gymnasium is exclusively for the use of the students and members of the parish subject to the guidelines, rules and regulations set by the Pastor and the Principal.

The order of precedence of the use of the gymnasium shall be as follows:

1. Religious Education/Youth Ministry
2. St. Catherine athletic teams
3. St. Catherine scouting organizations
4. Other parish based organizations

The gymnasium is to be used during school hours for educational and assembly purposes related to St. Catherine's education program. After school hours, the gymnasium shall be used for non-athletic assemblies, meetings, and St. Catherine's school basketball and volleyball programs subject to the approval of the Pastor or Principal.

The gymnasium shall not be used in any manner inappropriate with its function. In particular, the gymnasium shall not be used for baseball games or baseball practice of any type or in any form. The Principal shall have final decision as to what activities are considered appropriate for the gymnasium.

## **HEALTH RECORDS/HEALTH CARE/EMERGENCY INFORMATION**

Students entering pre-kindergarten, kindergarten, sixth grade and all new students are required to have a record of a recent physical examination and updated immunization records in accordance with Diocesan policy and State law. This form is due in the office on or prior to the first day of classes. Students must be compliant with required immunizations by October 15 or they will be excluded from school.

Vision examinations are required of students entering kindergarten and any student enrolling for the first time in an Illinois School. Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

Dental examinations are required for students in kindergarten, second grade and sixth grade each year by May 15. The examination must have been completed by a dentist licensed to practice dentistry 18 months prior to May of the present school year.

If the activities of a student must be restricted, it is necessary to have a written statement from the doctor informing the teacher and principal of the situation and the nature of the restriction.

Please notify the school immediately in case of an infectious disease.

NO CHILD MAY HAVE MEDICATION (this includes cough drops) ON HIS/HER PERSON OR IN THE DESK OR LOCKER. ORDINARILY, MEDICATION WILL NOT BE ADMINISTERED BY THE PRINCIPAL, TEACHER OR OTHER SCHOOL PERSONNEL. If it is absolutely necessary for a child to take medication during the school day, the medication must be brought to the office by the parent or other responsible adult and must be in a container properly labeled with directions, name of drug and both the child's and the doctor's names. The Request for the Administration of Medicine form must accompany the medication. This form must be completed and signed by the physician and parent.

A recent state mandate permits the self-administration by a student of prescribed asthma medication. Specific procedures must be followed, which include written parent authorization and a written statement from the physician regarding the medication, dosage, administration procedure, etc. The form, Request for the Administration of Medicine must be left for our files when the medication is brought to school. It must be completed with the information form and signatures of the physician as well as authorization by the parent.

Good health habits include a sufficient number of hours of sleep and good nutritional

habits. Since many childhood diseases are communicable, it is essential that parents use good judgment in determining if their child is well enough to attend school. An elevated temperature, vomiting or dizziness are indications that your child may not feel well enough to complete the school day. A sick child should not be sent to school. Children should be without a fever for 24 hours before returning to school. In case of stomach flu or where there has been vomiting, students should have been retaining food for 24 hours. If a student becomes ill during the school day, the parent(s) will be notified to have him/her picked up at the Office.

It is expected that students play outdoors during recess. If a child is too ill to participate, s/he should remain at home. Students cannot be left in the classroom unsupervised.

You will be notified about vision and hearing screening when information is available.

Every family must have a Pupil Emergency Information sheet on file in the office on the first day of classes. Information must be complete enough to enable us to act responsibly in case of an accident or other emergency. The school must be informed of any change in this emergency information.

## **HOMEWORK POLICY**

Homework, whether it be written, oral or study, is assigned to help students review and comprehend what is taught during class time.

Suggested daily time allotments for homework are:

Grades 1-2 15-30 minutes

Grades 3-5 30-60 minutes

Grades 6-8 60-90 minutes

## **HOMEWORK**

Parents can help by providing the right environment for concentration, time structures, and above all, encouragement. A time for study should be set aside each night, free from television. If your child reports she/he has no homework:

1. Suggest reading a book, magazine, or newspaper for enjoyment.
2. Consider reviewing class notes, spelling, math processes.
3. Work on science, social studies, or other long-term projects that have been assigned, especially in grades 3 through 8.

It is difficult to establish a fixed, rigid policy as to the amount and kind of homework children should have each night. There are days when it is very easy for a teacher to

assign work to be done at home; on other days, the instruction may not lend itself to homework. If you notice that your child is consistently without homework, has too much homework, or does not understand the assignments, please check with your child's teacher.

Extra-curricular activities should not take precedence over school work.

## **HONOR ROLL SYSTEM**

Students in grades 6 through 8 are eligible for honor roll.

1. First Honors requires a grade point average of 3.75 or above.
2. Second Honors requires a grade point average of 3.5 or above.
3. A "D" or an "F" received in any class eliminates a student from the Honor Roll.

The SchoolSpeak gradebook program calculates the GPA for 6th through 8th grade students.

Grading System: A=93-100 B=86-92 C=76-85 D=75-70 F=69 and below.

## **INSPECTION POLICY**

Individuals entering upon the premises of the School - whether students, employees or guests - are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the School reserves the right, in its discretion, to conduct inspections of School property and the property of students and visitors existing on the School's premises.

Included within the Policy is the right to inspect the following:

1. Lockers;
2. Backpacks, briefcases, bags, gym bags or similar such items brought onto or existing on School premises;
3. Vehicles on School premises;
4. Clothing (with appropriate safeguards for the individual's personal privacy);
5. Desks;
6. Other property (whether School, student or visitor) existing on School premises.

A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

## **INTERNET ACCESS**

At the beginning of each school year, each student and his or her parents(s)/guardian(s) must read the Acceptable Use Policy and sign an authorization form before being granted supervised or unsupervised access to the Internet.

## **INTERNET ACCESS POLICY**

The computers at St. Catherine of Siena School are designed to serve the students, faculty, staff, and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. Students are encouraged to use the school computers and their home computers for educational or school related activities and to facilitate the efficient exchange of useful information. However, all hardware, software, and services provided by the School are and remain the property of the School. All users are expected to conduct their activities in an ethical and legal fashion. Appropriate uses include:

- **Acceptable Use**  
Access to the network and the Internet must be for the purpose of the education or research, and be consistent with the educational objectives of the School and the Diocese.
  
- **Privileges**  
The use of the network and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges, disciplinary action (including suspension, expulsion, or discharge) and/or appropriate legal action. The administration will make all decisions regarding whether or not a use has violated this Authorization and may deny, revoke, or suspend access at any time. The Principal's decision is final. Electronic communications, downloaded material and/or other information obtained or transmitted via the network or Internet may be monitored or read by school officials.
  
- **Unacceptable Use**  
Users are responsible for their actions and activities involving the network and Internet. Some examples of unacceptable use are but not limited to::
  - Using the network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations;
  - Unauthorized downloading of software, regardless of whether it is copyrighted;
  - Using the network to identify, imply, or infer any gang activity;
  - Wastefully using resources, such as file space;
  - Invading the privacy of individuals;
  - Using another user's password or account;
  - Posting anonymous messages or using pseudonyms or anonymous



sign-ons

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objective and/or the teachings of the School and the Diocese;
- Using the network while access privileges are suspended or revoked;
- Unauthorized subscriptions to Internet services such as list-servers and newsgroups.

- Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of staff, students, or colleagues.
- Recognize that email is not private.
- Do not use the network in any way that would disrupt its use by others.
- Use and share computer resources courteously and efficiently.

- Warranties

The School and/or the Diocese make no warranties of any kind, whether expressed or implied, for the service they are providing. The School and the Diocese will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the network and the Internet is at your own risk. The School and the Diocese specifically deny any responsibility for the accuracy or quality of information obtained through the service.

- Indemnification

You agree to indemnify the School and the Diocese for any claims, losses, costs, or damages, including reasonable attorney fees, incurred by the Diocese and/or School relating to, or arising out of any breach of this Internet Access Policy.

- Security

Network security is a high priority. If you can identify a security problem on the

network or the Internet, you must notify the Principal. Do not demonstrate the problem to others. Keep accounts and passwords confidential. Attempts to log-on to the network as the System Administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

- **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data for another use. This includes but is not limited to the uploading or creation of computer viruses.

## **LITURGY PARTICIPATION**

Grades K-8 participate in the Liturgy regularly; Pre-kindergarten students participate on special occasions throughout the year. Grades 3-8 help prepare and plan the liturgies on a rotating basis. All students participate in the liturgy on Holy Days and other days considered special to Catholic education. Para-liturgies (prayer services) are planned by the students with assistance from the teacher.

## **LOCKERS**

Lockers are to be kept in good order at all times. Food should never be stored in the lockers. Students are allowed to go to their lockers during passing periods. Students should not change lockers without permission of the principal.

The school is not responsible for items kept in a locker. Grades 5-8 are to keep their lockers locked using a school lock. Students will be charged for damage to lockers and locks.

## **LOST AND FOUND**

Parents are asked to label coats, jackets, gym clothing and other personal items. Lost articles are kept in the lost and found container in the gym lobby. Articles not claimed by the end of the quarter will be given to the needy.

## **LUNCH**

Students are expected to use good table manners, be courteous and show concern for others. Unacceptable behavior will result in the loss of the privilege of having lunch at school. All food is to be consumed in the lunchroom during lunchtime.

Parents are encouraged to purchase milk at the semester or yearly rate. All orders for

milk, along with the money, are due in the Office during the first week of each semester.

Hot lunches are sponsored by various organizations within St. Catherine of Siena Catholic School as fundraisers for various events. School lunches are ordered monthly using the SchoolSpeak website. Payments are due in the school office by the the first of each month.

On hot lunch days, students can purchase a dessert for 25 cents. Students should bring their own quarter - borrowing and lending are discouraged. When a student receives a birthday treat from a classmate they are asked not to purchase an additional dessert.

## **PARTIES AND TREATS**

Parties are planned by the head room parent and volunteers for Halloween, Christmas and Valentine's Day. Party plans should be approved by the classroom teacher prior to the party. No treat bags will be sent home with students.

Students may bring birthday treats (no gum or pop) to share with the class at lunch in the lunchroom. Per Kane County Health Department, it is recommended that food brought into the school for classroom parties, lunches, birthday treats, etc. be purchased at a commercial food establishment or retail food store. This is to better protect the students and faculty from possible contamination of the food that is served. A cookie, an ice cream bar, an ice cream sandwich, a popsicle, a small candy bar, or a donut are popular with the students and are easy to serve. Students will be allowed to celebrate only one birthday each year at school which includes the opportunity to have an alternate dress day for that day (not on Mass days). Students should make arrangements with their teacher for the treat and the alternate dress day. Only one treat per day for each class.

We wish to include all students in our activities. With this in mind, we ask parents who wish invitations to a party to be given out at school to include the entire class. If the parent chooses not to include the entire group, invitations are not to be given out at school. A child wishing to distribute invitations should speak with his/her teacher PRIOR to giving out the invitations.

## **PARENT/STUDENT/TEACHER CONFERENCES**

Parent/student/teacher conferences are held every November. Pre-K through 5<sup>th</sup> grade are required to meet with their homeroom teacher. Grades 6-8 conferences are held as needed. Conferences may be requested by the parent or teacher. Special conferences must be arranged with the teacher. Please do not "drop in" for an unscheduled conference. We ask parents to refrain from using school time or social events for parent conferences.

## **POLICY ON POSSESSION OF WEAPONS**

It is a violation of the School's policies for a student to possess a weapon on School premises or at any time in connection with School-related activities. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the School's discretion, may reasonably be considered to constitute a weapon.

Violations of this Policy may result, in the School's discretion, in disciplinary action up to and including expulsion from the School.

## **SACRAMENTAL PROGRAMS**

The children attending St. Catherine of Siena School participate in the sacramental life of the Church in a variety of ways. Teachers and students plan and participate in all-school Masses in prayer services and in reconciliation.

Preparation for and celebration of First Reconciliation and First Communion usually take place during the second grade. Confirmation traditionally is celebrated in eighth grade. Meetings are held to offer catechesis to the parents and to support them in helping to prepare their children for these sacraments.

## **SAFETY/SUPERVISION**

Children are not to be dropped off before 8:00 A.M. There is no supervision on the playground after 3:05 P.M.

In order to prevent injury or accident students must follow school safety regulations, e.g. no pushing, shoving on the stairway or on the school grounds. Any form of tackling is forbidden.

All school doors are locked during the school day. For parents and visitors who come during the school day, there is a "buzzer" on the brick wall near the main school entrance. Please sign in at the office.

The Parish Prayer Garden and the front entrance are not part of the playground.

## **SKATEBOARDS/ROLLERBLADES**

Skateboards and rollerblades are prohibited.

## **STUDENT RECORDS**

St. Catherine's keeps a full and accurate record of each child's attendance and

academic progress according to the procedures established by the Diocesan Office of Education. School records contain confidential data and are not released to unauthorized persons. If information regarding your child is to be shared with doctors, tutors, etc., parents must give permission in writing.

## **TELEPHONE CALLS/VISITORS**

Parents and other interested visitors are cordially welcome at school. We require all visitors (including parents and former students) to stop at the Office, sign in upon entering the school building. There is a "buzzer" on the brick wall near the main school entrance. For the safety of our students and staff, we ask that parents refrain from walking their children to classes or walking through hallways unescorted by staff. If you need to speak with your child's teacher, please make an appointment in advance. Forgotten money, lunches or books are to be brought to the office, not the classroom.

Parents and students are asked to make arrangements for after-school activities PRIOR to the child leaving for school in the morning. If an emergency arises, the parent may call the office and a message will be given to the child.

## **TUITION/FACTS TUITION MANAGEMENT/CHURCH CONTRIBUTIONS**

Tuition is collected through FACTS tuition management company. Parents must register with FACTS and choose to pay annually, semi-annually or monthly. There are two choices of due dates when you pay monthly. If a parent chooses to pay annually the payment should be made by check before school begins. There is a yearly fee to join FACTS and late fees will be assessed if payments are not received on time.

Registration takes place during the month of March. School tuition and fees must be current in order to re-register children for the coming year. THE book fees, and technology fees will be paid through FACTS July 1st. Other fees(i.e milk, gym uniforms,..) are collected at Fee Day scheduled in August.

Each family is expected to make regular contributions to St. Catherine of Siena Parish.

Tuition for eighth graders must be paid prior to graduation. Requests for transcripts of 8<sup>th</sup> grade and/or transferring students will be honored when all financial obligations have been met.

Those who are unable to meet these obligations should contact the Principal or Pastor.

## **TUITION DELINQUENCY**

On time tuition payments are crucial to the fiscal health of our school. We count on tuition as our major form of income to pay for teachers' salaries and benefits, provide academic programs and to "keep the lights on". If a family's monthly tuition payment should fall behind more than two months a discussion needs to take place with the Pastor or Principal. Failure to contact the Pastor or Principal and make arrangements for payments will result in the parents being unable to view grades on SchoolSpeak.

If tuition is not paid for 3 months, the child(ren) will not be allowed to attend school until at least one tuition payment is made. This financial suspension from school will take place immediately after the third monthly payment is missed.

We are certainly willing to help parents when they have extenuating circumstances. We want your children to be in school; however, it is the obligation of the parents to pay the tuition on-time which is needed to successfully operate the school.

## **UNIFORM POLICY**

All students are required to wear shoes with closed toes and heels (no sandals). Uniforms are worn from the first day of school by all students in grades K-8. On days when students are allowed to wear clothing other than the school uniform, proper clothing must be worn. The final interpretation of what constitutes "proper clothing" shall be left to the discretion of the principal. Children not in uniform, for a valid reason, must present a written excuse from the parent(s) to the teacher.

Boys' and girls' navy blue uniform shorts may be worn: 1) From the beginning of school in August through October 15 and 2) from April 1 through the end of the school year. The shorts must be navy blue and purchased through Dennis Uniform Company or be another brand as long as style, stitching and color match.

### **Boys' Uniform**

- Boys wear navy blue dress twill or corduroy slacks
- Slacks must be purchased through Dennis Uniform Company or may be another brand as long as style, stitching and color match (straight leg with no cuffs)
- Belts must be worn
- Boys wear red, white or light blue shirts with collar and no logos - only white t-shirts or white turtlenecks under the uniform shirt
- Shirt choices include dress or polo style - long or short sleeve
- Shirts must be tucked in at all times

- Boys may wear a navy blue uniform sweater or the school sweatshirt with the "C"
- Shoes that tie must be tied - no open toe or open heel shoes
- Boys socks must be solid colored navy, black or white

### **Girls' Uniform**

- Girls in grades K-4 wear the red plaid uniform jumper
- Girls in grades 5-8 wear the red plaid uniform skirt or skort
- Navy blue slacks are a choice for girls in grades 1-8
- Slacks must come from the Dennis Uniform Company or may be another brand as long as style, stitching, and color match.
- Belts must be worn.
- All girls wear plain red, white, or light blue tops: blouses - pointed or round collar, long or short sleeves; polo style, long or short sleeve, or turtleneck.
- Tops must be plain; no trim, lace, ruffles, or logos
- Tops must be tucked in at all times
- Only plain white t-shirts may be worn beneath the blouse
- Girls socks/tights/leggings or knee socks must be solid colored navy, white, or red
- Red sweaters may be worn and must be purchased through the uniform company
- The navy blue sweatshirt with the "C" is an acceptable part of the uniform
- Shorts may not show below the uniform.
- Shoes that tie must be tied - no open toe or open heel shoes
- Boots may not be worn during the school day.

Please note: Neatness and good taste are primary goals.

- Girl's skirt lengths should measure at least two inches below the tips of the fingers when the arm is held vertical along the body.
- No rolling, cuffing, or elasticized ankles on slacks and trousers is permitted.
- Plain means no logos, emblems or monograms except St. Catherine of Siena School logos.
- Adherence to the uniform code is expected.

Make-up is not to be worn at school. Only post or small earrings are allowed. Headbands must match the uniform: navy blue, white, red and black. Large bows or large hair decorations are not allowed. Students' hair must be neatly groomed. Boy's hair must be above the collar and must not interfere with vision. Unconventional hair styles such as Mohawks or "tails", hair extensions or altering hair color in any manner, dyeing, bleaching, or lightening, is not allowed.

### **P.E. Uniforms**

#### **Grades 5-8:**

Gym shoes that are to be worn only for gym classes must tie or fasten with velcro (no loafers) and white cotton sweat socks. School gym shorts and gold or royal blue t-shirts with St. Catherine emblem. (These are purchased at school). Last names must be

printed on the back of the gym shirt and on the right leg (front) of the pants. Letters must be 2" tall and written with permanent marker.

P.E. classes may be conducted outdoors during the fall and spring; sweatpants and sweatshirts are recommended in addition to the P.E. uniform. Athletic supporters are recommended for boys in the upper grades. A gym bag is necessary to carry P.E. clothes to and from P.E. class. No aerosol cans of deodorant are allowed.

#### **Grades K-4:**

Gym shoes that tie or fasten (no loafers). Students will not be changing clothes for gym classes.

#### **UNIFORMS - ALTERNATE DRESS CODE**

On days when students are allowed to wear clothing other than the school uniform, proper clothing must be worn, e.g. slacks, skirts, dresses, blue jeans, blouses, t-shirts, sweatshirts, sweatpants. Capri or Bermuda style pants to the knee or longer are acceptable during uniform shorts season. Girls may wear leggings or capri leggings provided the top they are wearing comes down to mid-thigh / fingertip length. Mini-skirts, yoga pants, and low necklines as well as clothing with offensive wording or pictures are not permitted. All students are required to wear shoes with closed toes and heels (no sandals). The final interpretation of what constitutes "proper clothing" shall be left to the discretion of the principal.

#### **VOLUNTEERS**

Parent volunteers are enlisted as room parents, lunchroom helpers, various roles in athletics and Home & School, field trip chaperones, copy parents, or to be of assistance as needs arise. All volunteers who work with children in our diocese are required to complete the Protecting God's Children program which can be accessed on the Diocese of Rockford website. Coaches and chaperones for overnight field trips are also required to submit to an Illinois State Police background check.

#### **WITHDRAWAL/RELEASE OF RECORDS**

Please notify the Office in advance if you are planning to move. Give us your new address, the name and address of the new school, and the last day your child will be attending St. Catherine's. Records will be sent to the new school upon receipt of a Release of Records form from the new school, complete payment of all fees and tuition, and all texts and library books have been returned to school.



# Parent Handbook Policies

## **Student Attendance**

St. Catherine of Siena School requires students who are enrolled to attend DAILY during the entire regular school term.

St. Catherine of Siena offers a minimum of 176 days of instruction in each school year. [105 ILCS 5/27-23.7]

## **STATEMENT OF NON-DISCRIMINATION**

St. Catherine of Siena School is operated under the auspices of the Catholic Diocese of Rockford. St. Catherine of Siena School admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. St. Catherine of Siena School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school –administered programs. In employment practices, St. Catherine of Siena School does not discriminate on the basis of race, color, sex, national origin, age, unfavorable military discharge marital status, or mental or physical handicap unrelated to the ability to perform the duties of the position.

## **DISCLAIMER**

Each family is responsible for the information and material contained in this Parent Handbook, which is made available to all families who have registered their children at St. Catherine of Siena School. Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as possible.

All staff members are Mandated Reporters. Staff members must complete Mandated Reporter training and have a certificate of completion on file. (teachers must sign the certificate)

The principal immediately notifies the West Dundee Police of written complaints from school personnel concerning instances of battery committed against school personnel.

The Principal will notify the Illinois State Police within 3 days of each incident through the School Incident reporting System (SIRS)

The Principal immediately notifies the West Dundee Police of firearm incidents at the school.

The Principal immediately notifies parents or guardians of students in possession of firearms on school grounds, which includes the property comprising SCS, on a public way within 1000 feet of the school, or in any conveyance owned, leased or contracted by the school to transport students to or from school or a related activity within 48 hours of becoming aware of the incident.

The Principal notifies the West Dundee Police Department or the Kane County Sheriff of verified incidents involving drugs occurring in a school or in any conveyance owned, leased or contracted by the school to transport students to or from school or a related activity within 48 hours of becoming aware of the incident, and notifies the Illinois State Police of such incidents through the School Incident Reporting System (SIRS)

[23 Ill. Adm Code 425.30(a)(1)(F)]  
[105 ILCS 5/10-27.1 A and 10-27.1B]  
[105 ILCS 127-School Reporting Drug Violations Act]

### **Illinois School Code**

The school abides by all relevant case law of the Illinois school Code, including Plyler v Doe.

No student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects (105 ILCS 5/27-3) The Pledge of Allegiance shall be recited each school day by pupils. (Diocesan Policy #2401)

### **Harassment**

Unlawful harassment (race, religion, disability, national origin, sexual, etc.), whether of or by students or of or by staff members, is strictly prohibited. All harassment claims shall include investigation, disciplinary measures where appropriate, and documentation of the facts and results of the school's response. (Diocesan Policy #2405)

### **Investigations Regarding Student Social Networking**

An elementary school or high school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

However, an elementary school or high school may conduct an investigation, and may require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigation may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under the law to notify its students and parents of this policy, by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.

Right to Privacy in the School Setting Act (105 ILCS 75/1, et al.)

Parents, teachers or administrators may refer children to our Social Worker if they think the child needs support services such as counseling. The school Social Worker will meet with the child and if he/she feels it is necessary for the child to see a professional outside of school she will inform the parents and administration. The social worker has a relationship with Alexian Brothers hospital and parents can be referred to them.

### **Student Medications**

St. Catherine School, per 105 ILCS 5/22-30(c), the school and school personnel incur no liability for injuries when administering asthma medication, an epinephrine auto-injector or an opioid antagonist.

### **Athletics**

The students must have a sports physical within the past 395 days of competition. and the parents and student must sign the concussion document. The school follows the IHSA concussion protocol.

The school has appropriate staff members who are familiar with and in compliance with the requirements of 105 ILCS 5/22-80 and any associated regulations including but not limited to the following requirements:

- 1) We have a concussion oversight team
- 2) We remove students from practice or competition if we believe a student has sustained a concussion
- 3) The students cannot resume practice or competition unless the concussion protocol has been followed
- 4) A health professional (MD, PA, or NP) must clear the student in writing
- 5) Emergency action plans are posted in the gym.

## **Health Requirements**

Any student with any medical need or condition that requires the administration or potential administration of medicine must make an appointment to meet with the school nurse to establish a plan of action prior to October 15, 2018. This is for the safety of all students and staff.

The School Code of Illinois requires that before students may start school, the following conditions must be on file upon enrollment:

For Kindergarten, 6th Grade, and New to Illinois Students – a complete physical examination with the Illinois form signed by a licensed physician and dated no earlier than one year prior to the first day of school is required. A sports physical does not meet the requirement and is insufficient.

A complete immunization record signed by the child's health provider including:

DPT series with last immunization after the 4th birthday

1 Tdap vaccination for students over 11 years old and entering grades 6-12

Polio series with last immunization after the 4th birthday

Hepatitis B series

Measles, Mumps and Rubella (2)

Meningitis 6th grade and 12th grade

Varicella- 2

Additionally, Public Act 99-024, effective Aug. 3, 2015, adds to the religious exemption requirements for immunizations and health examinations. The new law was effective starting in the 2015-2016 school year and states that parents or legal guardians who object, for religious reasons, to immunizations for their child for school entry must now have a Certificate of Religious Exemption that is signed by a health care provider. The signed certificate verifies that the health care provider counseled the parents or guardians on the benefits of immunizations and the health risks of not vaccinating students

The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Disease Code (77 Ill. Adm. Code 690) at the time the parent/legal guardian presents the objection. (665.510)

A request for an exception to any vaccination based upon a religious or medical objection should be submitted for review and individual consideration to the Principal of St. Catherine of Siena School before October 15 of the current school year. The Certificate of Religious Exemption form is available on ISBE's website at <http://www.isbe.net/research/pdfs/immun-exam-gdIns-religious-exempt.pdf>.

## DENTAL Requirements for Kindergarten, 2nd-grade, 6th-grade and New-to-Illinois Students

Students in kindergarten, second and sixth grades shall have a complete Illinois dental exam signed and dated by a dentist. Student's parent/legal guardian must

provide proof of that exam by May 15th of the current school year. Noncompliance with this policy will result in withholding of the student's report card until

the required documentation is provided. (Diocesan Policy #5150)

VISION Requirements for Kindergarten and any child entering school for the first time

All students enrolling in kindergarten and any student enrolling for the first time in Illinois (with the exception of preschoolers) must also have an eye examination. A licensed optometrist must perform the exam. All eye exams must be completed within one year prior to Oct. 15.

### **Health and Immunization Policy**

(105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1)

(3) Every child shall, at or about the same time as he or she receives a health examination

required by subsection (1) of this Section, present to the local school proof of having received such immunizations against preventable communicable diseases as the Department of Public Health shall require by rules and regulations promulgated pursuant to this Section and the Communicable Disease Prevention Act.

(5) If a child does not submit proof of having had either the health examination or the immunization as required, then the child shall be examined or receive the immunization, as the case may be, and present proof by October 15 of the current school year, or by an

earlier date of the current school year established by a school district. To establish a date before October 15 of the current school year for the health examination or immunization as required, a school district must give notice of the requirements of this Section 60 days prior to the earlier established date. If for medical reasons one or more of the required immunizations must be given after October 15 of the

current school year, or after an earlier established date of the current school year, then the

child shall present, by October 15, or by the earlier established date, a schedule for the administration of immunizations and a statement of the medical reasons causing the delay, both the schedule and the statement being issued by the physician, advanced practice nurse, physician assistant, registered nurse, or local health department that will be reasonable for administration of the remaining required immunizations. If a child does not comply by October 15, or by the earlier established date of the current school year,

with the requirements of this subsection, then the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10. This subsection (5) does not apply to dental examinations.

Parents or legal guardians who object to health or dental examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form.

Exempting a child from the health or dental examination does not exempt the child from participation in the program of physical education training provided in Sections 27-5 through 27-7 of this code.

Parents/Guardians have a right to be notified in the event that there are children attending St. Catherine of Siena Catholic School that have not been immunized.

#### **Care of Students with Asthma**

The school allows the self-administration and self-carry of asthma medication, upon receipts of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually.

The school requests annually an asthma action plan from the parents or guardians of a pupil; with asthma.

The school requires its personnel who work with pupils to complete every two years an in person or online training program on the management of asthma, the prevention of asthma symptoms and emergency response in the school setting.

#### **Care of Students with Diabetes**

School personnel receive training in the basics of diabetes care, to identify when a student with diabetes needs immediate care or emergency medical attention, and

whom to contact in the case of emergency during a regular in-service training as provided for by Section 10-22.39 of the School Code.

The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature both of which are maintained in the school files.

The school requires every staff member who is taking care of a student with diabetes to be trained appropriately, per 105 ILCS 145 as a “Delegated care aide” by a licensed healthcare provider with expertise in diabetes.

This handbook can be modified at any time at the discretion of the administration.