



## Parent-Student Handbook 2019-2020



LEARN



LEAD



LOVE

*This handbook is designed to provide a clear, uniform set of expectations for our school community. It is subject to change per the discretion of the principal and St. Stan's School. Last update 8.2.19*

# TABLE OF CONTENTS

<b><u>Directory</u></b> .....	4
<b><u>Introduction</u></b> .....	5-8
Welcome	
Mission	
Philosophy	
Vision	
About St. Stan’s	
The St. Stan’s Difference	
Catholic School For Leadership	
Theme	
Accreditation	
Compliance	
Advisory Board	
Right to Amend	
Handbook Acknowledgement	
Nondiscrimination Statement	
<b><u>School Calendar &amp; Attendance</u></b> .....	9-14
Calendar Requirements	
2019-2020 Calendar	
Hours	
Change of Address	
Attendance Policy	
Tardiness	
<b><u>Admissions &amp; Enrollment Requirements</u></b> .....	14-18
Admissions Process	
Transfer Requirement	
New Student Probation Period	
Tuition & Fees	
Financial Aid	
Transferring Records/Withdrawal	
Student Information System	
<b><u>Instructional Programs &amp; Procedures</u></b> .....	18-30
Core Academic Program	
Religious Education	
Technology	
Technology Use Outside of School	
Cell Phones & Electronic Devices	
Field Trips	
Recess	
School Pictures	
Student Records	
Vacation During the School Year	
Reporting Students Progress	
Grading Scale	

Homework  
Standardized Assessment  
Summer School  
Retention of a Student  
Graduation Requirements

**Student Support Services.....30-32**

Counseling Services  
Special Needs Testing  
Inclusion  
Multi-Tiered System of Supports  
Individual Catholic Educational Plan  
English Language Learners

**Student Activities .....32-35**

Before & After Care  
Athletics  
Clubs & Extracurricular Activities  
Co-curricular Agreement  
Birthdays/Celebrations

**Expectations for Conduct .....35-47**

Code & Consequences  
Bullying  
Dress Code  
Entrepreneurial Activity  
Gang Activity  
Harassment  
Hazing  
Social Media  
Substance Abuse  
Suspension of Students  
Expulsion of Students  
Weapons  
Resolving Disagreements/Conflict  
Withdrawal of Students Based Upon Conduct of Parent/Guardian  
Withdrawal of Students Based Upon Financial Delinquency  
The 4<sup>th</sup>-8<sup>th</sup> Grade Wildcat Teams Point System

**Communication.....47-49**

Between Home & School  
Emergency Contact Information

**Safety & Security .....49-53**

Building Security  
Safety Drills  
Firearm Free Environment  
Smoke & Drug Free Environment  
Loitering  
Supervision

Video, Photos, & Website  
Visitor Policy

**Emergency Procedures** ..... 53-54

Crisis Management Plan  
Cancellation of School

**Parent Involvement**.....54-59

Guiding Principles  
Parent & School Covenant  
Parent/Guardian Conduct  
Parent-Teacher Conferences  
Family Mass  
Volunteer Requirements  
Protecting God’s Children  
Family and School Association  
Parent Ambassador Program  
Room Parent

**School Property**.....59-61

Care of Property  
Searches of School Property  
Inspection of School Property  
Lost and Found  
Lost or Late Library Books  
Valuables  
Vandalism

**Child Protection Procedures**.....61-63

Child Abuse, Neglect, & Allegations  
Child Custody

**Health & Wellness**.....63-73

Wellness Policy  
Hot Lunch Program  
Immunizations, Injury, & Medications  
Insurance  
Student Mental Health  
Asthma Guidelines  
Allergies  
EpiPen Guidelines  
Exemption From Liability  
Concussions  
Diabetes  
Civil Immunity

**Acknowledgement Form**.....74

# **St. Stanislaus Kostka School**

1255 N. Noble St., Chicago, IL 60642  
School Main Telephone Number – 773-278-4560  
School Fax Number – 773-278-9097

## **Administration**

**Pastor** – Fr. Anthony Buś, CR  
**Principal** -- Mrs. Michele Alday-Engelman  
**School & Parish Operations Director** -- Mr. Frank Duarte  
**Administrative Assistant** – Ms. Julissa Santos  
**School Accounting** – Parish Operations Systems (POS)

## **St. Stanislaus Kostka Parish**

Parish/Rectory – 773-278-2470  
Parish Secretary – Cristina Carrazco

## **Teachers**

**Pre-Kindergarten** – Mrs. Bridget Hunter  
**Pre-Kindergarten** – Mrs. Rosemary Walsh  
**Pre-Kindergarten** – Mrs. Dolores Galan  
**Kindergarten** – Ms. Nicole Almanzo  
**1<sup>st</sup> Grade** – Ms. Nicole Hembree  
**2<sup>nd</sup> Grade** – Ms. Kaitlynn Wargo  
**3<sup>rd</sup> Grade** – Mrs. Jessica Castellanos  
**4<sup>th</sup> Grade** – Ms. Kim Riley  
**5<sup>th</sup> Grade** – M. Engelman  
**6<sup>th</sup> Homeroom** – Mrs. Eva Videckis  
**7<sup>th</sup> Homeroom** – Mr. Patrick Rodgers  
**8<sup>th</sup> Homeroom**- Ms. Alycia Scott  
**Counselor** -- Mrs. Lisa Young  
**Gym/TA** – Mr. Kevan Zafforni  
**Spanish** – Mrs. Alejandra Fajardo  
**Mandarin** – Mrs. Hui Xue  
**Music** – Mr. Stephen Guokas  
**Art** – Mrs. Maria Randall  
**Library/Technology** – Mr. Alejandro Villegas  
**Title I** -- Superior Chicago Tutoring

## **Support Staff**

**Pre-Kindergarten Aide** -- Mrs. Maria Cabrera  
**Pre-Kindergarten Aide** – Mrs. Evelia Romo  
**Pre-Kindergarten Aide** -- Ms. Lupe Miranda  
**Kindergarten Aide** – Mrs. Theresa Terrana

## Welcome

We are so excited to begin another new year of learning, leadership, and Faith involvement with your child. Our school philosophy is built on the premise that parents and guardians are the primary educators of our children. You have entrusted us to share in this important responsibility. Only by parents and the school working together with mutual respect can we hope to achieve what is best for each child at St. Stan's. Please support this alliance and take advantage of every opportunity to work with the school so that together we may foster a loving, spiritual, and academically challenging environment for all children.

Father, pray our children seize what they need to know and learn and develop the skills for understanding and wisdom, as we work together, in an exciting year ahead.

## Mission

St. Stanislaus Kostka School commits to challenging our students to achieve **Academic** and social excellence, **Lead** by action and example, and to serve and **Love** God through others.

*Learn. Lead. Love.*

## Philosophy

*At St. Stanislaus Kostka School, we believe that. . .*

- God is at the center of our lives; therefore, we provide a Christ-centered environment fostering a love for our Catholic faith, family and the global community.
- Children flourish in an atmosphere of care, support and respect.
- Social/emotional learning (recognizing and managing emotions, developing care and concern for others, establishing positive relationships, making responsible decisions and handling challenging situations) is as important as academics.
- Students must be prepared for a future of rapid change; therefore, we will foster the ability to reason, to solve problems and to think creatively and critically.
- Learning should be active, meaningful, challenging and connected to students' lives and the world.
- The academic success and spiritual formation of each student requires a commitment from the entire learning community--students, parents, teachers, administration, and pastor.

## Vision

At St. Stanislaus Kostka School we strive to prepare all students for lives of excellence.

## About St. Stan's

Established in 1874 and located minutes from downtown Chicago, Saint Stanislaus Kostka School is committed to preparing children to live lives of excellence in a respectful and supportive environment by living out our mission of providing a rigorous education centered in Christ. We are a vibrant and growing Catholic school with approximately 170 students and dedicated faculty and staff.

St. Stanislaus Kostka School is a Catholic School for Leadership. We are proud to be recognized as Chicago's first Stephen Covey Lighthouse Leader In Me School. As a *Leader in Me* School, students will discover and practice a set of leadership and life skills from Stephen Covey's book *The 7 Habits of Highly Effective People*™. *Leader in Me* Schools receive national recognition for its emphasis on developing leadership in young children. Incorporating *Leader in Me* practices within our school's environment and curriculum will help our students become even more ready to succeed in the 21st Century, with critical skills and characteristics such as: trustworthiness, strong work ethic, motivation, problem-solving skills, goal setting, effective interpersonal skills, a sense of teamwork, academic achievement and diversity in a global market. By developing the WHOLE-child; socially, emotionally, academically and ethically, students can identify their own unique talents and abilities so that they can make a positive difference in the world.

## **The St. Stan's Difference**

It is our priority to provide our students with an unsurpassed Catholic educational opportunity. Our dedicated faculty and staff employ time-tested methods of learning, innovative teaching techniques, and advanced technology to foster each student's success. We expect all students to work diligently to achieve their potential. By being a part of such an inspiring culture, your child will:

### **Learn Confidently**

St. Stan's is a Catholic school where teaching and learning is collaborative, innovative, and passionate. Our students meet their full academic and leadership potential through the latest research-based curriculum and the loving care and expert knowledge of dedicated teachers. We challenge students' thinking and embrace learning as a process of engagement, deep understandings, and goal setting; not just a recitation and memorization of facts.

### **Lead Courageously**

To meet the challenges of the 21<sup>st</sup> century, it is essential children develop strong social/emotional IQs. The ability to think creatively, respect diversity and life balance, take initiative, solve problems, and set and reach big goals are all necessary to the success of a child. Through the intentional teaching of Stephen Covey's, *The 7 Habits of Highly Effective People*, our students lead with courage and conviction, ready to make a difference in the world.

### **Love Compassionately**

We inspire students to be faithful followers who learn the teachings of the Catholic Church and allow their faith to be vibrant and permeate all they are and do. Supported by our parish and community, our school is rooted in strong tradition. The culture in place at St. Stan's ensures every child embraces their gifts and talents and experiences the fullness of God's love every day.

## **Catholic School for Leadership:**

St. Stan's Catholic Identity is the top priority in the school's planning and operations. The school provides regular opportunities for students to participate in liturgies, religious activities, and service projects. School masses are celebrated weekly. Prayer is integrated throughout the school day, and each school day begins with a prayer.

## **Our Catholic Foundational Leadership Perspective with The 7 Habits**

1. Observe carefully, the Commandments, for thus will you give evidence of your wisdom and intelligence. Deuteronomy 4:6  
**Be Proactive:** *Stop, think, and make good choices. Take responsibility for your actions.*
2. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing. John 15:5  
**Begin with the End in Mind:** *Set a goal and plan on how you're going to meet that goal.*
3. Seek first the kingdom of God and his righteousness. Matthew 6:33  
**Put First Things First:** *Prioritize and do the most important thing first.*
4. For God so loved the world that he gave his only Son, so that everyone who believes in him might not perish but might have eternal life. John 3:16  
**Think Win-Win:** *Have an "everyone-can-win" attitude.*
5. Do to others whatever you would have them do to you. This is the law and the prophets. Matthew 7:12  
**Seek First to Understand, Then to be Understood:** *Listen with your eyes and heart not you're your ears. Listen to the other person's point of view before sharing your own.*
6. As each one has received a gift, use it to serve one another as good stewards of God's varied grace. 1 Peter 4:9  
**Synergize:** *Work together to achieve more.*
7. May the God of peace himself make you perfectly holy and may you entirely; spirit, soul, and body, be preserved blameless for the coming of our Lord Jesus Christ. 1 Thessalonians 5:23  
**Sharpen the Saw:** *Take care of yourself. Make it a priority to renew and strengthen your mind, body, heart, and soul on a regular basis.*

## **Theme**

This year, St. Stan's embraces the theme of the Office of Catholic Schools, "Angels Among Us".

## **Accreditation**

St. Stanislaus Kostka School is registered with the State of Illinois and is recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these requirements to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

St. Stanislaus Kostka school has achieved and maintained accreditation through AdvancEd. All Archdiocesan schools are expected to participate in the requirements of AdvancEd systems accreditation, including ongoing improvement, transparent reporting, and accreditation team visits.

## **Compliance**

As an Archdiocese of Chicago School, St. Stan's adheres to all applicable Archdiocesan policies and procedures, and applicable state, and federal laws and regulations to the extent such laws do not

conflict with Catholic teaching, divine, or Canon Law. The regulations and procedures to be found in this book are an expansion on the local level of those policies and guidelines.

### **Advisory Board**

St. Stan's Advisory Board is a leadership group within the ministry of the Catholic school. The board models a faith community in the spirit of cooperation with the principal and pastor and in adherence to Archdiocesan policies that enable the school to fulfill its mission. Members use their talents, gifts and insight for the common good of the school and parish community to promote the mission and goals of Catholic education.

### **Right to Amend**

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

### **Handbook Acknowledgement**

Families are expected to familiarize themselves with the SSKS Parent-Student Handbook. All parents must sign the acknowledgement form attesting that they and their children have read the Handbook and will support the policies of SSKS. The signed form should be turned in to the office by the First Day of Classes. If you need clarification regarding a section of this handbook, please submit your inquiry on the acknowledgement form and we will respond immediately.

### **Nondiscrimination Statement**

St. Stanislaus Kostka School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Stanislaus Kostka School admits students of any race, color, sex, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students in the school.

St. Stanislaus Kostka School does not discriminate based on race, color, sex, national or ethnic origin in the administration of educational policies, admission policies, athletic, or other school administered programs. St. Stanislaus Kostka School embraces the racial and cultural diversity of the family population evident within the school.

It is the policy of St. Stanislaus Kostka School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment because of such individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position, except when of these characteristics is a necessary qualification of a position.

# SCHOOL CALENDAR & ATTENDANCE

## Calendar Requirements

Illinois State Code requires that the school be open for 180 full instructional days. Archdiocese regulations require a minimum of 4 days be set aside for teacher in-service days. Our school calendar meets these requirements.

*\*Please note this calendar is subject to change. Please refer to the updated calendar sent home each month.*

## 2019-2020 – School Calendar & Events

Month	Task
<b>August</b>	14-16 – Teacher Orientation and Staff Development Week (staff only) 19 – First Day of School (Full day K-8 <sup>th</sup> ) and (1/2-day PS & PK- 11:15 a.m.) 20 – Full Day of School for PS & PK
<b>September</b>  Hispanic Heritage Month 9/15-10/15	3-8 Scholastic Book Fair <b>2 – Labor Day Holiday – NO SCHOOL</b> 5 – Back to School Open House for all Grades & High School Fair Night – 6:00 PM 8 – Family Mass (Grandparents Day) – 10:00 AM <b>20 – Staff Development Day – NO SCHOOL</b> 27 – Fall Pictures (Formal Uniform)
<b>October</b>  Bullying Prevention Month 10/23-10/31	3 – 1 <sup>st</sup> Trimester Progress Reports Go Home 7 – ACT Aspire Interim #1 testing begins <b>14 – Columbus Day – NO SCHOOL</b> 18 – <i>tentative</i> Holy Fire, 8 <sup>th</sup> Grade Confirmation Retreat 20 - Family Mass (Blue Mass & Open House Chicago) - 10:00 AM 23-31 - Red Ribbon Week 25 – Family Halloween Party 31 – Orange and Black dress down day
<b>November</b>  National Native American Month	<b>1 – Staff Development Day – NO SCHOOL</b> 5 – Boosterthon Glow Run ‘Kick-Off’ 10 – Family Mass (Veterans) – 10:00 AM 14 – 1 <sup>st</sup> Trimester Ends 14 – Boosterthon Glow-Run event 21 – Parent/Teacher Conferences 4:00-5:30 PM 22 – <b>Early Dismissal – 11:15 AM</b> (No After Care), and Parent/Teacher Conferences 12:00-3:00 <b>27-29 – Thanksgiving Holiday – NO SCHOOL</b>
<b>December</b>  Advent	6 - St. Nicholas Day 7 – 8 <sup>th</sup> Grade Catholic High School Placement Exam 7 - Family Mass & Santa’s Holiday Lights Ceremony (3:30-7:00) 8 - Feast of the Immaculate Conception 12 - Feast of Our Lady of Guadalupe 18 – Christmas Program – 6:00 PM 20 – PS-PK Nativity Program - 9:00 AM 20 – <b>Early Release at 1:30 PM</b> (No After Care) <b>21 – Jan. 5 – Winter Vacation</b>
<b>January</b>  National Mentoring Month	6 – Classes resume 13 – ACT Aspire Interim #2 testing begins 16 – 2 <sup>nd</sup> Trimester Progress Reports Go Home <b>20 – Dr. Martin Luther King, Jr. Day – NO SCHOOL</b> 1/26- 2/1 – Catholic Schools Week 26-31 - Scholastic Book Fair

	<p>26 – Family Mass – 10:00 AM – Kick off to Catholic Schools Week &amp; Open House for Prospective Families-11:30-1:00</p> <p>27 – Registration for 2020-2021 begins for current families</p> <p>28 - <i>tentative</i> Learn. Lead. Love. Showcase</p>
<p><b>February</b></p> <p>African American History Month</p>	<p>7 – Staff Development Day – <b>NO SCHOOL</b></p> <p>14 – 8<sup>th</sup> Grade Graduation Pictures</p> <p>17 – <b>President’s Day – NO SCHOOL</b></p> <p>21 – Father/Daughter Dance</p> <p>23 - Family Mass - 10:00 AM</p> <p>26 – Ash Wednesday</p> <p>28 – 2<sup>nd</sup> Trimester ends</p>
<p><b>March</b></p> <p>Lent</p> <p>Women’s History Month</p>	<p>2 – ACT Aspire Interim #3 testing begins</p> <p>4 - First Reconciliation Service, 5:00 PM</p> <p>5 – Student Led Conferences – 3:30-5:00</p> <p>6 – Early Dismissal – 11:15 AM (No After Care) – Staff Development/Conferences contd. 12:00-2:00 PM</p> <p>15 – Family Mass – 10:00 AM – Polish Dinner – 10:30-4:00</p> <p>20 – Spring Pictures (Dress-Up Day)</p> <p>23-27 – <b>Spring Vacation</b></p>
<p><b>April</b></p> <p>Autism Awareness &amp; Child Abuse Prevention Month</p>	<p>5 - Family Mass (Palm Sunday) - 10:00 AM</p> <p>7 – First Communion Retreat – 3:00 PM</p> <p>9 – Holy Thursday</p> <p>9 - Living Stations of the Cross</p> <p>10 – <b>Good Friday - NO SCHOOL</b></p> <p>12 – <b>Easter</b></p> <p>13 - <b>Easter Monday - NO SCHOOL</b></p> <p>14 - <b>Classes resume</b></p> <p>19 – Divine Mercy Mass (Family Mass) - 3:00 PM</p> <p>20-30 - ACT Aspire Summative Testing (3rd-8th)</p> <p>23 – 3<sup>rd</sup> Trimester Progress Reports Go Home</p> <p>23 - Confirmation Rehearsal - 7:30 PM</p> <p>24 – Confirmation – 7:00 PM</p> <p>26 – First Holy Communion Mass – 10:00 AM</p>
<p><b>May</b></p> <p>Asian-Pacific American Heritage Month</p>	<p>1 – May Crowning</p> <p>5 - Teacher Appreciation Day</p> <p>10 - Family Mass (Mother’s Day) - 10:00 AM</p> <p>15 – Mother/Son Dance</p> <p>20 – Spring Assembly – (PS-8th) - 6:00 PM</p> <p>25 – <b>Memorial Day – NO SCHOOL</b></p> <p>29 – Awards Assembly- 2:00 PM</p> <p>29 – 8<sup>th</sup> Grade Graduation – 6:00 PM</p>
<p><b>June</b></p>	<p>4- Kindergarten Celebration – 8:30 AM</p> <p>4 – Preschool/PK Celebration – 9:30 AM</p> <p>4 – <b>End of the Third Trimester – Last Day of School (No After Care)</b></p> <p>5 – Staff Development Day</p> <p>5-7 – <i>tentative</i> Kick off to Summer Event - TBD</p> <p>8-12 – Teacher In-service Days</p>

## Hours

Office Hours	7:30 AM – 4:00 PM
Before Care Hours (fee charged)	6:45 AM – 7:30 AM
Morning Arrival, Grades K-8	7:30 AM-7:45 AM
Morning Arrival, Pre-K	7:30-8:55 AM
Tardy Bell, Pre-K	8:55 AM
School Dismissal	2:45 PM (PK & Kindergarten)
	2:55 PM (1 <sup>st</sup> - 3 <sup>rd</sup> Grade)
	3:00 PM (4 <sup>th</sup> -8 <sup>th</sup> Grade)

\*Any student not picked up by 3:15 will be directed to after-care and parents will be charged.

Half Day Dismissal		11:30 AM
After-Care Hours (fee charged)		From dismissal to 6:00 PM
Lunch/Recess Hours	PK	11:00-11:45
	K-3 <sup>rd</sup>	11:30-12:15
	4 <sup>th</sup> -8 <sup>th</sup>	12:00-12:45

## Change of Address

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so we can maintain accurate school records. Should an emergency arise, it is extremely important that we can contact parents/guardians in the quickest manner possible.

## Attendance Policy

The school day starts at 7:45 AM for K-8th and no later than 8:55 (staggered start) for Preschool. Children are permitted to be dropped off at school beginning at 7:30 AM. Teacher assistants will be on duty to supervise by 7:30 a.m. Any student dropped off prior to 7:30 AM must enter St. Stan's Before Care Program and will be charged the hourly rate. Homeroom teachers pick up their class at 7:45 AM from either the sidewalk area between the two parking lots or if the weather is severe (heavy rain, snow, or below zero temperatures) from the cafeteria.

One of the major goals of St. Stan's is to provide an academically excellent environment for our school. To accomplish this goal, the teachers need every minute of the day for instructional time. **Therefore, we ask that you do not enter the classrooms in the morning unless you have a pre-scheduled conference with your child's teacher or you have business in the office to attend to.** If there is something you need to share with your child's teacher, please send a note.

Dismissal occurs at 2:45 for students in PS-K, 2:55 for students in grades 1-3 and 3:00 for students in grades 4<sup>th</sup>-8<sup>th</sup>. An authorized adult must sign out students in PS-Kindergarten from the cafeteria of St. Stan's. All other students will not be dismissed unless the teacher sees an authorized adult to pick up the student or the child has a walker permission slip on file. Any student not picked up by 3:10 will be sent to after-care and will be charged for the first hour.

On regular days of full attendance, students arriving after 9:15 AM will be marked absent for one-half a day. Students leaving before 1:15 PM will be marked absent for one-half of a day. Consistent attendance and punctuality is key to academic success. The basic responsibility for regular attendance and punctuality of the student lies with the student and parents/guardians.

The following procedures and expectations are to be followed for the protection of your child.

**ILLNESS:** If your child appears ill before the start of the school day, the child should remain at home. If a child becomes ill during the school day, parents will be called at home or work. Parents are responsible to have the child picked up and taken home. The child will not be dismissed from school

without an authorized adult to accompany him/her home. The parent or authorized adult must sign the child out in the school office.

**If your child has been vomiting, diarrhea, sore throat, earache, a heavy discharge from the nose, skin rash, eye infections, or an elevated temperature of 100 degrees or above, he or she should be at home.** Temperature must be normal, without medication, for 24 hours, and there must be no vomiting for 24 hours before returning to school. To protect your child and his/her classmates, it is important to cooperate with the school following the rules of the Board of Health for Isolation and Quarantine Requirements of Communicable Diseases.

1. **Strep Throat.** Keep children at home until medication prescribed by doctor has been given for a 24-hour period. Remember to send medication to school with a doctor's written note describing the amount and time of dosage.
2. **All Communicable Diseases.** Children must remain home during the quarantine period, three or more days, and a doctor's note is required for the student to return to school. Communicable diseases include: chicken pox, scarlet fever, German measles, mumps, measles, and whooping cough. Have a doctor see the child and notify the school. Children who have been in contact with disease need not be kept at home. Parents of other children will be notified.
3. **Worms and Lice.** Keep children at home until symptoms disappear, including the eggs. Children must be nit free to return to school. Lice require careful, special shampooing and house cleaning.
4. **Impetigo.** Have your child seen by a doctor and keep your child home until symptoms disappear.
5. **Conjunctivitis.** Keep your child home until the symptoms disappear.

**CHILDREN MUST HAVE A NOTE FROM THEIR DOCTOR IF THEY ARE TO REMAIN INDOORS DURING GYM OR RECESS.**

**HEAD LICE:** The following will be required of a student who suffers from head lice:

1. Provide proof of treatment -- i.e., container or box from the medication used.
2. Present to the school a signed statement from a physician or nurse that the student is no longer afflicted with head lice.
3. For a student to return to school,
  - a. There must be an absence of crawling forms,
  - b. All nits must be removed

**Please call in student absences by 8:15 AM to 773-278-4560 x3.** When you call, please be prepared to give the following information:

1. Student's name
2. Name of the person calling and the relationship to the student
3. Reason for the absence
4. Whether someone will pick up the homework at 2:30 PM

If a parent does not notify the school office, school staff will call the home or work numbers to verify the absence. When a student is absent from school, he/she is not to participate in any after-school activities that day or evening.

1. A note, signed by the parent or guardian is required upon returning to school. This note should include the cause of absence from school.
2. If absence is due to a communicable disease, or if a student has been absent for three consecutive days, a doctor's release is necessary.
3. Cases of excessive absence and/or patterns of unverifiable absences/tardiest will be handled by school officials on an individual basis. In extreme cases, where a substantial percentage of school instruction has been missed because of absences or tardies, it may be necessary to recommend a remediation plan for the student which could include the repetition of a grade.
4. Truancy is absence from school without permission. Such absence is serious and will be treated as such.
5. If it is necessary to your child to be excused from school for medical/dental appointments or other emergencies a note must be sent to the teacher for approval prior to the time of appointment.
6. If you need to speak with a teacher, please do so between 7:30 – 7:45 AM or following dismissal. It is advisable to call and set up an appointment. Parents are not permitted in the classrooms after 7:45 AM.
7. In the event of an emergency, the child must be picked up at the school office by the parent or legal guardian. A parent or legal guardian must also sign the student early dismissal log documenting the time and reason the child is dismissed from school.

As a guideline, students who miss more than ten days of school a year are excessively absent (an average of one day per school month).

**School Work Missed During an Absence:** In all cases, students who are absent from school are responsible for all school work missed. A student will not be penalized for an absence, whether excused or unexcused, and will be allowed one day per day of school missed to make up missing school work (to a maximum of five school days).

## **Tardiness**

Punctuality is an important life skill. Being on time teaches students the importance of responsibility, respect, and the value of their education. At St. Stan's, we work in partnership with parents to provide an academically and socially challenging curriculum. We want to make every minute count so that students can reach their fullest potential. On time arrivals give students the chance to hear important announcements, organize their belongings, and confer with teachers one-on-one before the day gets started.

When students are late, it doesn't just cause them to feel a step behind, but it disrupts classroom instruction and causes the teacher to have to repeat their instructions. This instruction will most likely

have to be rushed and in no way, can be repeated at the same level it was given the first time. Habitual tardiness is not acceptable and families should adjust their bedtime and morning routines to ensure students arrive on time.

Students in pre-school must arrive no later than 8:55 AM. Students in Kindergarten-8<sup>th</sup> grade must be in their seat, ready to learn NO LATER than 7:55 AM.

Late students will not be admitted to class without a tardy slip.

Tardies will be marked in two categories:

- **Excused tardies:** Medical/Dental appointments, religious holidays, funerals, appearance in court, school sponsored activity (will only be marked excused with appropriate documentation)
- **Unexcused tardies:** Traffic, weather, waking up late, lost keys/shoes/backpacks/etc.

Students who arrive more than 20 minutes late without a legal, valid reason will have their record marked as “Unexcused Excessively Tardy” (“UET”). The following disciplinary action will be taken for students in K-8<sup>th</sup> grade who are excessively tardy.

- 5 or more UETs in a month: A \$25 fee, Tuesday detention is served.

Please note, students in middle school will still be given demerits for not being in their seat when the tardy bell rings. If a student arrives after 8:00 AM consistently in middle school, the child can still earn a detention, if all demerits—for tardies and/or other infractions—equals 10 or more.

- Any student who has 3 or more tardies in a trimester is ineligible for a Perfect Attendance award.

## **ADMISSIONS & ENROLLMENT REQUIREMENTS**

Outside of the family, school is the most important influence on a child. Therefore, your school choice is critical in shaping who your child will become.

St. Stan’s is fully committed to diversity along many dimensions--racial, ethnic, religious and socioeconomic. We know that it is in the context of such a community that our children best experience God’s love. It is our vision to gather families reflective of Chicago’s rich racial and cultural heritage so that our students are moved, challenged, enriched and changed. Therefore, we seek families who can contribute to and benefit from St. Stan’s education.

Our objective throughout the admissions process is to ensure a good match between our program and our students, and to guarantee that our parents are knowledgeable about, comfortable with, and confident in our philosophy and practice.

## Admissions Process

If a family believes St. Stan's is the place for their child and family, the following steps should be taken:

1. A tour or open house visit is the first step to admissions. It is during this time a prospective family will learn more about St. Stan's approach to teaching and learning. A tour can be scheduled or an RSVP given for an open house by calling our school at 773-278-4560.
2. Schedule a playdate or shadow day. Children entering Preschool or Kindergarten need to schedule a half hour block of time, preferably in the morning, to spend in their respective classroom. Parents are welcome to join their child, but if possible we would like the children to be on their own for at least 15 minutes. It isn't always possible, but we try to give it a go!

### **Preschool and Kindergarten:**

In accordance with the *School Code of Illinois*, students entering PK and Kindergarten must meet the following age requirements:

- PK 3—Age 3 by September 1st
  - PK 4—Age 4 by September 1st
  - Kindergarten—Age 5 by September 1st
  - All children must be fully potty trained
3. After your visit if you feel your values and views on education align with SSKS, then the prospective family must apply with the following documentation:
    - Your child's original birth certificate (will be photocopied and returned)
    - Copy of baptismal certificate (if applicable)
    - Your child/ren's report cards for the past two years and any standardized test scores
    - IEP &/or 504 service plans
  4. Families will be notified within 5 days regarding enrollment.

St. Stan's does not regularly accept transfer students into 8th grade. Exceptions are made at the discretion of the principal and OCS, especially for students moving into the area from outside of Chicago.

In all cases, the school retains the right to determine, at its sole discretion, whether to select a student for admission. Once an admission decision has been made and acceptance has been granted, the following documentation is needed at the time of registration: non-refundable deposit, tuition contract, Leader in Me commitment form, and FACTS tuition enrollment.

## Transfer Requirement

Parents are expected to submit with the application **ALL** previous education and documentation. This includes, but is not limited to, academic, physical, medical, psychological, dietetic, and behavioral concerns, diagnosis and evaluations.

***\*\*Failure to provide ALL records will be considered a breach of agreement and may jeopardize student matriculation.***

## **New Student Probation Period**

All new and transfer students are accepted on a probationary period of 90 school days at St. Stan's. 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 necessary accommodations for the child's academic growth and success.* During the 90-day probationary period, if the school determines the student is unable to perform with adequate growth in this environment any prepaid tuition will be prorated and refunded.

Returning Students: Every student must be registered each year he or she attends St. Stanislaus Kostka School. An annual signed tuition contract must be completed before a child is officially registered. The registration fee must also accompany the tuition contract.

## **Tuition & Fees**

### ***Financial Overview***

The actual cost to educate a child at St. Stanislaus Kostka School is over \$12,000 per year! It is important that parents and guardians realize the tremendous amount of work that is done on the part of the school administration to subsidize this actual cost to make tuition affordable through financial aid to the parents. Such efforts must be matched with parental cooperation in the following areas:

- Keeping financial obligations current
- Volunteering in various ways throughout the year
- Cooperating with administration and staff
- Participating actively in all fundraising events

### ***Tuition and Fees***

Tuition, fees and incidentals are listed on the parent/guardian contract and information forms available in the school office. Parents must pay the registration fee when registration takes place.

St. Stanislaus Kostka School has partnered with FACTS to process and collect our families' tuition and fees for the 2019-2020 school year. All families must register with FACTS. All information can be accessed online. Payments for the 2019-2020 school year will be processed through FACTS. Payments will be applied to the oldest outstanding bill. For example, if money is owed for summer camp or after-care, a payment will be applied to these outstanding bills before the first tuition payment.

Parents are expected to have payments up-to-date by the end of each month or your child can be excluded from school until the monthly payment is made. Failure to pay on time will result in a late fee from FACTS.

### ***For all other payments***

Checks returned unpaid for non-sufficient funds will be assessed an additional \$30 (per check returned). Payment of the returned check and fees must be made by money order. In instances where we receive more than one NSF check, the school requires that all future payments be made by credit card or money order.

### ***Delinquent Accounts***

In fairness to all families and to continue our mission to educate, we expect families to maintain current tuition accounts. St. Stan's has a history of working in good faith with families in need, but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

If a family misses their monthly payment, a notice is sent home in the family folder on the Thursday closest to the 10<sup>th</sup> of the following month. Families will be made aware of the minimum payment that must be paid within two weeks. Failure to make such a payment can result in your child/ren being excluded from school. A return to school will not be granted until the minimum payment is received. Please note, this could result in missed field trips and other important learning opportunities.

Transcripts, report cards, awards and diplomas are the property of the School and will not be issued to the student (or the parents of the student) if your account is delinquent.

### **Financial Aid**

St. Stan's tuition is based on per-child rate. However, we never want the cost of a Catholic education to deter a family from considering our school. Our goal is to fill our classrooms with families who believe in our mission and want an education rooted in faith, diversity, challenge, and leadership.

Any family interested in seeing if they qualify for financial assistance, must submit an application and all documentation on FACTS. Once the application is complete, a committee of board members, reviews the application and the recommendation made by FACTS. The final decision is made by the committee. A letter is sent home to the parents providing the family's tuition amount as well as contract requirements. Parent's failure to comply with these or other application requirements may jeopardize any potential financial aid.

If newly created tuition amount is still unrealistic to a family's budget, there is an option to appeal the decision to the committee. Simply submit a written or typed letter to the principal detailing your reason for the appeal.

- The contract or appeal letter is due two weeks from the receipt of the letter.
- Priority is given to families who apply by the end of March.

### **Transferring Records/Withdrawal**

When a student transfers to another school, the school office should be notified at least two weeks in advance. It is necessary to know the name and address of the receiving school, as well as the new address of the family. All permanent records will be forwarded directly to the receiving school within ten days of the request. All financial accounts must be completed before records will be forwarded.

St. Stanislaus Kostka School will release student records to another school when an official request is made for the records. This is usually provided to the parent for signature, at the time of enrolling a student. This administrative procedure will also be applied to graduating students' records.

## **Student Information System**

### ***POWER SCHOOL***

Robust student information systems facilitate both emergency and routine communication with parents/guardians, give transparency to student data, and allow accurate recording of grades, course work, discipline, and attendance. The information system serves as a repository for parent/guardian contact and emergency information and demographic information required for the Illinois State Board of Education (ISBE), AdvancED, and the National Catholic Educational Association (NCEA).

The assignment of a unique student code in a student information system allows the integrity of student data across schools, assists with funding, and aids in needed research.

All elementary schools under the governance of the Archdiocese of Chicago are required to use the PowerSchool student information system. For schools selectively exempted from the parent portal and grading portions of PowerSchool, student and parent/guardian data (including test scores) are still required to be posted in PowerSchool and the annual fee is still assessed.

The Office of Catholic Schools and the St. Benedict Technology Consortium resource the schools with training and tech support. Schools are encouraged to send teams for advanced and ongoing training to better serve the schools, students, and parents/guardians.

## **INSTRUCTIONAL PROGRAMS & PROCEDURES**

### **Core Academic Program**

The principal, as the instructional leader of the school, is responsible for the purpose of Catholic education, i.e., to educate young people in a Catholic community where human culture and knowledge are enlightened and enlivened by Catholic faith and shared in a spirit of freedom and love.

All locally written curriculum is developed cooperatively by the principal and faculty, is infused with Gospel values, and is consistent with the curriculum design and framework of the Office of Catholic Schools.

The required areas of academic learning include: religion, English language arts, fine arts, physical education, human ecology and health, human sexuality, understanding of the abandoned newborn protection act, mathematics, science, social studies, and technology. Catholic Social Teachings, as well as areas that address societal ills, i.e., substance abuse, communicable diseases, mental health and personal health habits, violence, etc. Are integrated into the curriculum.

Instruction includes the content, skills, values and processes necessary for students to master curriculum goals and objectives and the support for each student to be successful. The instructional program at St. Stanislaus Kostka School is evaluated and revised, as needed, to maximize learning opportunities.

### **Core Curriculum**

- Religion- Loyola Press (PS-K series); RCL Benziger (1<sup>st</sup>-8<sup>th</sup> series)
- English Language Arts- (*Balanced Literacy Approach*)- Jolly Phonics, Fountas & Pinnell, Reading A to Z, Simple Solutions, Handwriting Without Tears, Spelling Connections, Lucy Calkins Reading & Writers Workshop, Novel Studies, ThinkCERCA
- Mathematics- Everyday Mathematics (K-5<sup>th</sup>), McGraw Hill- Glenco Math Courses 1, 2, 3 (6<sup>th</sup>-8<sup>th</sup>)
- Science & Health- Scott Foreman (K-2<sup>nd</sup> series); Next Generation Science Standards Units of Study & Foss Science Kits (3<sup>rd</sup>-8<sup>th</sup>); National Standards for Health Education
- Social Studies- Scott Foreman series; TCI products- History Alive series, AJS-Federal & State Constitutions
- Technology- Benziger Family Life; Typing Without Tears; Kidsmartz; Digital Citizenship
- Social Emotional Learning- The Leader in Me; Second Step

### **Supplemental Programs**

- **Physical Education** – Gym classes are conducted twice a week. Instruction includes exercises for healthy body, skills development, games that allow for continued motor and skill development, and Health Units of Study (Spring Trimester for 3<sup>rd</sup>-8<sup>th</sup>).
- **World Language** – Twice a week, children in PS-8<sup>th</sup> grade will receive instruction in Spanish or Mandarin language.
- **Music Program** – Weekly music classes provide instruction in voice and theory, as well as the basic elements of rhythm and harmony.
- **Visual Art** – The art program encourages students to explore and implement ideas and imagination through various media and across cultural techniques. Instruction in the elements of design, line, color, shape, form, texture, and space is emphasized. This is done through the study of various artists, their media, and through practical application.
- **Middle School Fine Arts Option**—Students in grades 6-8 have the option of a second fine arts each week. Choices include visual art, percussion ensemble, or improv/drama (a partnership with Dream Big Productions).
- **Title I Math and Reading Program** – This federally funded program provides small group instruction and individual tutoring for students in grades K-8 who need additional instruction and reinforcement of math and reading skills.
- **Academic Counseling** – The school has the services of counselors funded through United Stand. Students are referred by parents, teachers, and administration.

### **Religious Education**

### **Family Life Education**

Catholic schools of the Archdiocese of Chicago implement the Archdiocese of Chicago Religion Curriculum, PK – 12, which appropriates understanding by design methods. The ten goals of the Religion Curriculum are the standards set for catechetical instruction. The learning outcomes for each goal are grade level appropriate and follow the guidelines of the United States Catholic Conference of Bishops (U.S.C.C.B.)

The primary sources for the curriculum are Sacred Scripture, the Catechism of the Catholic Church, and the National Directory for Catechesis and Church documents. Catechetical instruction imbues the entire curriculum of the school and is based on the **types** of catechesis used in daily instruction.

The published material:

- is aligned with the Office of Catholic Schools curriculum standards and Protecting God's Children
- is aligned to the readability level of the students
- is free from bias
- is rigorous
- is appropriate for grade level
- includes a variety of assessments
- is multi-cultural and gender conscious
- provides for a variety of individual learning differences
- is available in a variety of electronic formats

The St. Stanislaus Kostka School religious education program emphasizes the building of a community of faith by teaching students to understand and to live in accordance with the doctrine and practices of the Catholic Church, to participate actively in Catholic liturgical life, and to dedicate themselves to serving others, not only at home, school, and in their parishes, but ultimately within society at large. All students are required to participate in all aspects of the religious education program including all prayer and worship services.

In accordance with Archdiocesan policy in teaching human development, SSKS incorporates the authentic Catholic teachings regarding social responsibilities of family living, human sexuality, and sexual morality (abstinence) into both its religion and science curricula in a manner appropriate to the age and maturity of the students. Parents/Guardians may exercise their right to present the human growth and development lessons rather than having their child participate in the lessons at school.

### **Prayer**

Prayer is an essential and daily part of each day at SSKS. The day begins and ends with prayer and students pray frequently throughout the school day. Prayer services are scattered throughout the year as marked on the yearly mass calendar. Students in 3<sup>rd</sup>-8<sup>th</sup> grade have opportunities to receive the Sacrament of Reconciliation. Students also participate in Eucharistic adoration on a regular basis. Mass is celebrated once a week for students in 1<sup>st</sup>-8<sup>th</sup> grade as marked on the calendar (PS-Kinder are visited by Fr. Anthony once a month). Parents, family, and friends are most welcome and encouraged to be part of this important time.

### **Sacramental Instruction**

Students in second grade are prepared for the sacraments of Reconciliation and Eucharist. Seventh and eighth grade students prepare for the sacrament of Confirmation. Confirmation is received during your child's 8th grade year. Parents are required to attend informational meetings during the year in which their child is being prepared to receive a sacrament. Participation in these meetings will strengthen the efforts of all. Failure to attend these meetings may disqualify the child from receiving the sacrament.

### **Service**

Students assist in liturgical celebrations through lecturing, altar serving, and gift presentation. During the year, different classes participate in various projects. The purpose of these projects is to encourage students to be aware of those in need and to practice responding to those needs in compassion.

This curriculum offers daily religious instruction including Catholic doctrine, scripture, morality, lives of the saints, social justice, as well as preparation for Liturgy. Each year, the students at St. Stan's have a focus of study in terms of Catholic Doctrine and Tradition:

**Kindergarten** – God Loves Me

**Grade 1** -- The Trinity

**Grade 2** – Sacraments of Reconciliation and Eucharist

**Grade 3** – Church and the Liturgical Year

**Grade 4** – Commandments and Beatitudes

**Grade 5** – The Seven Sacraments

**Grade 6** – Old Testament

**Grade 7** – New Testament

**Grade 8** – The History of the Church

### **Parents' Role in Faith Formation**

Religious formation goes far beyond the formal instruction of Catholic doctrine and traditions. It involves leading our young people to a life centered on Christ. This is where our partnership is essential. Parents are the first and foremost educators of their children. They are the first to communicate the faith to their children through example and instruction. As catechists, parents communicate these values and attitudes in the following ways:

1. By showing love for Christ, His Church and for each other.
2. By reverently receiving the Eucharist and living in its spirit.
3. By fostering justice and love in all their relationships.
4. By seeking opportunities to serve others.
5. By being actively involved in the parish community.
6. By treating prayer as a natural response in life.

Non-Catholic students are welcomed at St. Stanislaus Kostka School. The non-Catholic student is expected to understand and agree that St. Stan's exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes but liturgical services scheduled for students during the school year are optional.

## **Technology**

### **Introduction**

St. Stan's recognizes that technology and electronic informational literacy skills are integral components of contemporary education. In order to prepare students to meet the state and national educational standards required to live and work successfully in the 21st century, St. Stan's provides access to available technology, to the school network, to the Internet, and to electronic communications for activities that comply with the stated educational mission, goals, and objectives of the School. The computer network, software, hardware, applications and Internet applications are provided to support the instructional, administrative, and informational needs of students, staff, parents/guardians, faculty, and administration. All use of technology is limited to furthering the educational and personal goals of users consistent with the mission of St. Stan's School and its policies. Prior to gaining access to the available technology, every user and his/her parent or guardian must read, sign the Archdiocese of Chicago Acceptable Use of Technology form, and return it to the school office.

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in suspension or expulsion from school. All students, faculty and staff are required to follow our guidelines for using technology.

- The use of computers is for school related activities and are consistent with the goals of our school.
- The internet will be used to support the school curriculum, the educational community, projects between schools, communication, and research for school students, teachers, and administrators. The school administration will determine what is inappropriate computer use.
- The administration, faculty and staff of the school may request the suspension of specific user access for information-related abuses.
- Any technology user at SSKS should report any violations, misuse or illegal computer activity.

All students are given instructions for care of use of the equipment. Students are responsible for appropriate behavior while using the school equipment. The student or his or her parents or guardians must replace any equipment purposely damaged by a student.

**General rules on safe and ethical use of online services at school:**

- Students should never use their own or anyone else's name, address, phone number, city, or any other personal identification when using any online service.
- It is understood that SSKS has a right to monitor internet activity and review any files, data or information stored on, scanned or printed using St. Stan's technology resources and to report misuse to the principal.
- Users of email should be aware that it is never private.
- Material viewed on online services and the internet should be age appropriate. This includes appropriate viewing material on a computer monitor for others nearby. No viewing of the following types of materials is allowed at the school: offensive materials, hate mail, discriminating remarks, or obscene or pornographic material.

- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.), the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- Users of computer equipment must be polite. This means no writing or sending abusive messages or inappropriate language.
- Students may not access chat rooms or newsgroups from the school's computers unless for a specific assignment given by a faculty member.
- Students must be responsible stewards of the equipment they are using. Students should not waste or take supplies such as paper, printer cartridges, headphones, etc. that are provided by the school.
- Students are not allowed to use another student's ID or password nor use a computer that another user is logged in to.
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

## 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. The school, however, does not actively monitor student use of technology (Internet blogs, chat rooms, Facebook, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. While St. Stan's does not seek to enforce the following guidelines for families, we take seriously our responsibility to keep children safe from situations which may prove injurious to their emotional or physical well-being.

All adults must take seriously the risks posed by children who are not appropriately supervised while they are using the Internet and we must all work to protect our children. In order to maximize the protection of children:

- Children should only use computers which are in common area of the home. This will provide an easy avenue for parents to properly supervise the sites which are being visited.
- Parents should speak to their children about the risks of using the internet and instruct them as to how to immediately turn off the computer in the event something is perceived to be dangerous.
- Parents should regularly check the "history" of their child's internet usage as well as their "phone history" in the event the child has a cell phone.

- Children should be instructed to never arrange to meet someone they have met on the internet unless it is first approved by a parent and the parent agrees to accompany the child.
- A “Family Internet Contract” should be established by each family. This contract should clearly establish guidelines for usage and be signed by each member of the family.
- Filtering programs should be used on every computer to which a child has access.
- Children should be instructed to never upload images or send personal information over the internet unless they receive their parent’s permission.
- Cell phones should be given to parents prior to the child going to bed at night.

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

## Cell Phones & Electronic Devices

We understand that parents sometimes decide to allow their children to have a cell phone; however, it is not necessary for students to bring cellphones to school. Students are always allowed to make a phone call to a parent from the school office, even after “normal” school hours. The administration, faculty and staff highly discourage parents allowing students to bring cell phones to school, much less keep the cell phone in your child’s backpack. Cases in the past have included students taking cell phones to the bathroom to text or make phone calls. Other issues arise when the cell phone goes missing. **The school takes no responsibility for lost or damaged cell phones.**

If a student is caught on school grounds, either during school hours or after school hours, with a cell phone or other electronic device (electronic games, headphones, CDs, MP3s, iPods, pagers, cameras, etc.) it will be confiscated immediately and it will be returned to the parent upon pick-up. If a second occurrence happens, \$50 will be charged and the student will serve an in-school suspension.

Please weigh carefully the need for your child to have a cell phone. It is important that parents/guardians monitor the content of the communication that is occurring on these phones. If a child brings a cell phone to school, All students must check their phone in the office each morning. If your child does not collect the phone at dismissal, there is no guarantee they will be able to get it until the next morning when the teacher or office staff arrives.

## Field Trips

Field trips have educational objectives and are, therefore, an important part of education and not a souvenir shopping event. Field trip participation, however, is considered a student privilege. Students who fail to meet academic or behavior requirements can be denied participation.

St. Stan’s requires written consent of the parents before a child is permitted to attend a field trip. A form requesting permission will be sent home well in advance of the trip and should be returned promptly to the child’s teacher. A phone call from a parent will not be accepted in place of a signed permission form.

- Transportation for field trips will be provided by an IL licensed bus company.

Parents that would like to serve as chaperones must complete all necessary Archdiocesan volunteer requirements in order to be allowed to assist in the supervision of children on field trips.

Some field trips have a limited number of spaces for chaperones based on facility or event. If this is the case, all interested chaperones have two days from the time the permission slip was sent home to state their interest at which time a lottery will be held to determine which parents can attend. Parents will be notified by the homeroom teacher either way.

- Due to liability, only children who are registered students at St. Stan's may go on class/school field trips.

## Recess

All students have recess daily. It is our goal to provide students a safe and well supervised environment for outdoor play. Students must remain in designated play areas. Contact games and other non-cooperative, unsafe games are not permitted. If weather does not allow students to go outside, they will be kept inside or will play in our school gym.

- **Winter Weather:** When the outside temperature and/or wind chill factor is 20 degrees or below, all children remain indoors. When the temperature is above 20 degrees and the air is generally dry, all children are expected to go outdoors. Please dress appropriately.

## School Pictures

All students from Preschool to grade 8 have their individual school photos taken. School uniform is required on fall picture day for students in grades K-8. Preschool students should wear appropriate clothing of any color. Please note, fall pictures are used for St. Stan's annual yearbook.

Students are required to dress **up** for spring picture day (see dress code). Families may opt to have individual shots or a family shot. Students who do not wish to dress up should wear their regular school uniform.

## Student Records

St. Stanislaus Kostka School keeps a permanent record of each student's grades, attendance, and test results. The Buckley-Pell Act, PL93-358, was signed into law in December 1974. This act provides access on the part of parents/guardians to student records maintained by an educational institution. The Archdiocese of Chicago has adopted Guidelines for School Records as a means to describe what the parents' rights are.

These rights include:

1. The right to look at all of your child's records maintained in the official school file.
2. The right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless
  - (a) you consent in writing prior to the disclosure, or
  - (b) the information is directory information which you have not requested be kept confidential,

or

(c) the request for the information meets one of the limited circumstances described in the Guidelines.

3. The right to request correction: You have the right to present evidence that the school should amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise violates the student's rights. If the school decides not to change the record, you may insert an explanation into the record.

➤ Once a student turns eighteen, he or she alone obtains all the above rights.

Your request to view the records must:

1. Be in writing
2. State the specific record desired
3. State the reason for the request. Within fifteen (15) 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/guardian.

## Vacations During the School Year

The St. Stan's calendar is published with scheduled vacations. Parents are asked to schedule family vacations within these time periods. Because of the serious disruption to a child's learning process, vacations during the school year are strongly discouraged. "Making up the work" never substitutes for the actual classroom experience and the expert instruction of a teacher. Likewise, grades invariably slip as a result of such vacations.

If parents do arrange such a vacation, however, advance written notice should be given to the main office, stating the exact days the child will be absent. The school takes no responsibility for the learning missed during the absence, nor are teachers required to prepare work to be done during the trip. When the child returns, he/she is to ask each teacher what work/test have to be made up. It is the responsibility of the parents to see that the child learns the material, makes up the work, and prepares for the tests.

## Reporting Students Progress

Report cards, progress reports, and parent/teacher conferences provide parents/guardians with tangible evidence of student development and achievement, promote mutual understanding, and facilitate communication between home and school.

## Progress Reports and Report Cards

Progress reports will be sent home in the middle of each trimester in the student's Thursday folder. For students in grades 3-8, grades/scores on assignments, tests/quizzes, projects, etc. are posted weekly by Monday night in Power School. Teachers post student grades on a regular basis but parents should not expect grades to be posted immediately. A username and password are sent home at the beginning of the year.

Report cards are issued three times a year. Parents pick up their child's 1<sup>st</sup> and 2<sup>nd</sup> trimester report card at scheduled parent/teacher or student-led conferences in December and March. Third Trimester report cards are sent home on the last day of school.

## Grading Scale

The following codes are to be used on progress reports and report cards: *Achievement mark (3<sup>rd</sup>-8<sup>th</sup> grades)*:

A+ = Superior	A+	99-100
A = Superior	A	95-98
A - = Superior	A-	93-94
B+ = Above Average	B+	91-92
B = Above Average	B	87-90
B- = Above Average	B-	85-86
C+ = Average	C+	83-84
C = Average	C	79-82
C- = Average	C-	77-78
D+ = Below Average	D+	75-76
D = Below Average	D	71-74
D- = Below Average	D-	69-70
F = Unsatisfactory	U	68 and below

**Note: Any grade entered in a teacher's grade book below a 50 will be averaged as a 50 when figuring out a student's grade at report card time.**

*Achievement marks for Gym, Art, Music, and Spanish/Mandarin and for standards based report cards for students in K – 2<sup>nd</sup> grade:*

+	Exceeds expectations
S	Meets expectations
-	Needs improvement

*PS and PK marks:*

<b>E</b>	Exceeds expectations
<b>M</b>	Meets expectations
<b>N</b>	Needs improvement
<b>X</b>	Not expected yet

## Grading Category Weights—Grades 3<sup>rd</sup>- 8<sup>th</sup>

Not all student assessments are weighted the same. The following overall categories are used in determining a student's final grade on the report card.

**Classwork and Participation:** 40%

**Homework:** 10%

**Tests, Quizzes & Projects:** 50%

## Homework

Homework is assigned on a daily basis from Monday-Friday, with infrequent homework assigned over the weekend for students in 1<sup>st</sup>-8<sup>th</sup> grade. Homework assignments will be written on the board or overhead for all grades. Each day students are to write down all of their homework in an assignment book. This is one way for teachers to communicate with parents. Parents are asked to review the assignments and completed work.

The following chart indicates the total amount of homework to be given daily in each grade:

1 <sup>st</sup> Grade – 10-15 minutes	5 <sup>th</sup> Grade - 50 minutes
2 <sup>nd</sup> Grade – 20-25 minutes	6 <sup>th</sup> Grade – 60 minutes
3 <sup>rd</sup> Grade – 30 minutes	7 <sup>th</sup> Grade – 70 minutes
4 <sup>th</sup> Grade - 40 minutes	8 <sup>th</sup> Grade – 80 minutes

The above homework time does **not** include independent reading time.

If a student is receiving considerably less or more than the suggested times above, it is strongly encouraged to discuss the matter with the child's teacher and the principal.

PLEASE do not accept sloppy or incomplete work from your child. We are striving for excellence – it is up to all of us to encourage our children to *stick with it until they get it right!*

## Academic Excellence

Students in grades 3-8 are eligible for the honor of academic excellence. To qualify for the award, a student must have all 'A's and B's on their report card with no check marks in any of their special classes.

## Standardized Assessment

The Office of Catholic Schools requires its schools to take annual standardized assessment for the purpose of measuring student achievement and to assist in improving student curriculum and teacher instruction. For the 2019-2020 school year, students in grades 3-8 will be administered the ACT Aspire test in April.

In addition, ACT Aspire provides interim assessments leading up to the test in April. The purpose of these assessments is to respond to individual student learning needs and informal instructional decisions throughout the school year. These interim assessments will be given in the fall, winter, and spring of each school year.

New this year our primary classrooms will be completing I-Ready testing. Additional details will be shared at the start of the school year.

## Summer School

Satisfactory progress in all major content areas is a requirement for every student to pass to the next grade level. If a student does not make satisfactory progress, summer school is required before a student is allowed to pass to the next grade. The following conditions warrant required summer school:

1. A second-grade student is reading at a K reading level or below at the end of the school year
2. A student receives an overall grade of an F either in reading and/or math
3. A student receives a D or an F in both the second and third trimester for any major subject area

Teachers can also recommend summer school for students who are teetering and may need the extra help over the summer.

If summer school is recommended or required, you may choose our summer school program, or you may register your child in an accredited American parochial, public, or private school. Your child is to attend all classes for the full session. Submission of official transcripts or documentation verifying passing grades in summer school, are required by the school. If the principal deems it necessary (due to low multiple D and/or F averages), you may be advised that your child will require being retested in August at St. Stanislaus Kostka before being advanced to the next grade. If your child attends summer school at St. Stanislaus Kostka, all the same rules and regulations in effect during the school year apply also in the summer session with the sole exception of the school uniform.

Tutoring by a current St. Stanislaus Kostka faculty member to replace summer school attendance is possible ONLY in the event the school does not hold summer classes, or by special exemption by the principal. Students may be re-tested by their tutor or the school, as deemed appropriate by the principal.

### **Retention of a Student**

Assessment of a child's ability to learn concepts and educational material needed to have success at the next grade level is a serious responsibility of the professional staff. Staff members base their decisions about student advancement and ability to learn, in the student's best interest.

Teachers of Kindergarten through 8<sup>th</sup> grade will meet with parents of students within the first six to nine weeks of the school term to assess student progress and advise and recommend to parents the student's progress, ability and probability for success. Early intervention to assist students learning is our goal. Parents are encouraged to consult with their child/children's teachers often in regard to student's progress. Any student that is experiencing a serious lack of ability to learn or master educational concepts will be referred for evaluation to determine needs for special or prolonged assistance. Retention after grade one is not encouraged, but the use of "special services" to help students be successful will be encouraged.

### **Graduation Requirements**

A diploma is issued to an eighth-grade student who achieves a passing grade point average for the entire school year in each subject area. A 'Certificate of Attendance' will be issued in lieu of a diploma for any student who does not meet the requirements. All assignments, both academic and

disciplinary, must be completed before a student participates in the graduation ceremony. All tuition and fees must be paid by the last day of class.

All 8<sup>th</sup> grade students, regardless of religious affiliation, must complete the required service hours in order to successfully graduate from St. Stan's and participate in the graduation ceremony. Requiring service is meant to educate students of their ability to improve the world around them, develop Gospel values, promote personal growth and moral development, and to improve the quality of life for those served. More information is given on this at the Open House Night.

All students must pass the U.S. and State Constitution test with a minimum 70% prior to the end of their eighth-grade year (this test is typically taken in the 7<sup>th</sup> grade year at St. Stan's). If a student does not pass on the first try, they will be given a second opportunity two weeks later. If this attempt is not successful, the family must seek private tutoring over the summer. A third attempt at the exam will be given to the student the week prior to the start of school. Failure to achieve a minimum 70% at that time will result in the student's transfer to another school.

#### Elementary Promotion and Graduation

Students in elementary schools are promoted to the next grade in accordance with the stated policies and curriculum of the school. Promotion relates to students matriculating in their second (or third) year of preschool, or advancing to kindergarten through 8th grade. Graduation relates to students who are advancing beyond eighth grade. Students may not be promoted or graduate unless they have successfully completed the curricular and behavioral expectations of the school. Curricular expectations must reflect the required time allotments of the Archdiocese. Schools shall not exclude a student from promotion due to outstanding financial obligations to the school.

#### Elementary Promotion and Graduation Ceremonies

Elementary schools may wish to recognize students who are advancing to the next grade or are graduating from eighth grade. Such events shall be simple, and generally should be in conjunction with a school Mass. Eighth grade graduations shall be held no sooner than one week prior to the end of classes for the school.

## **STUDENT SUPPORT SERVICES**

St. Stanislaus Kostka School will do its best using all available resources to provide programs for students with special needs. If a student's needs exceed our capabilities, St. Stan's will make every effort to assist parents in finding an appropriate school to meet those special needs.

### **Counseling Services**

St. Stan's offers the services of counseling/academic counselor to all students in PS-8th grade who may need extra support in order to be successful in the classroom. The academic counselor also assists

in preparing students for high school placement. In addition, the counselor works with teachers, parents, and students to create plans that are intended to foster the greatest possible success the student is capable of achieving, and works with all outside providers in order to provide additional services to our students of need.

### **Special Needs Testing**

St. Stan's academic counselor coordinates an intervention process that includes teachers, parents and school administrators when any of these parties is concerned about a student's academic or behavioral development. If the need is warranted, parents will be asked to have their tested. If testing is performed, complete test results must be shared with the principal, academic counselor, and the child's teachers. Testing services are available through the Chicago Public Schools. Parents may also elect to have the testing done by a professional in a private practice. If testing is done through CPS and a student qualifies for an IEP, the academic counselor will work with the Archdiocese of Chicago Office for Inclusive Education to create an Individualized Service Plan (ISP). With the creation of a service plan, certain services can be provided at St. Stan's for the student. In the past, students have been able to receive speech, LD support, and behavior therapy. Funding for these services are provided by CPS through the IDEA Act. The services are dependent on the number of students eligible at St. Stan's for these services.

If a parent elects to have private testing done, an Individual Catholic Education Plan (ICEP) is created. Accommodations can be stipulated in the ICEP, but services cannot be provided.

### **Inclusion**

Catholic schools shall strive to provide an education that is inclusive of a diversity of student learning styles and needs, with consideration of the available resources of the school. Schools are encouraged to develop specialized programs for students with defined learning/behavioral needs, students that are advanced, and students who are learning English as a New Language (ENL). The OCS is able to provide specific services and support to schools to assist with inclusive education.

### **Multi-Tiered System of Supports (MTSS)**

MTSS is a systematic, continuous improvement framework in which data-based problem-solving and decision making is practical across all levels of the educational system for supporting students. At St. Stan's we are grounded in differentiated instruction and meeting and challenging the needs of all our learners academically and social emotionally in the classroom (tier 1), through targeted grouping and Title 1 services (tier 2), and individualized plans (tier 3).

- As a Catholic school in Chicago, we receive Title 1 funding that assists the school in providing additional interventions through Superior Chicago Tutoring program.

### **Individual Catholic Educational Plan (ICEP)**

Schools shall formulate and implement an Individual Catholic Educational Plan (ICEP) for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. ICEPs shall outline the precise nature of the special need(s) and all strategies, accommodations, and interventions that shall be implemented. ICEPs require the affirmation of both the student's parent/guardian as well as school officials. The Inclusive Education Handbook shall guide school personnel in formulating and implementing ICEPs. ICEPs are generally established following the creation of an Individualized Educational Plan (IEP) by a local public school districts. IEPs are typically written when students are diagnosed with learning/behavioral needs by a public-school district or licensed private practitioner. School personnel shall not attempt to diagnose students with a defined learning/behavioral need. If a school official suspects that a student may have a defined learning/behavioral need, he/she shall speak with the principal (or designee). The principal (or designee) may initiate the ICEP formation process, as outlined in the Inclusive Education Handbook. If a student is enrolled for the first time with an existing IEP or ICEP from another school, the principal (or designee) shall meet with the parents to discuss the IEP/ICEP, and formulate a new, local ICEP via the process outlined in the Inclusive Education Handbook. ICEPs represent a mutual agreement for services between the parent/guardian and the school. Catholic schools are not legally obligated to implement all services recommended on an IEP. ICEPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that ICEP goals, strategies, accommodations, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the ICEP.

### **Students who are Learning English as a New Language (ENL)**

Schools that serve students who are learning English as a New Language (ENL) shall formulate a local ICEP to serve the student. Exceptions to this policy may be made by the Regional Director, particularly in the presence of Dual Language programs

## **STUDENT ACTIVITIES**

### **Before & After Care**

St. Stan's offers both before- and after-school care to our school families on days when school is in session. All parents must complete the registration form for these services. Information is available at the back-to-school payment days or in the school office. The program begins on the first full day of school. The before-care program is offered from 6:45 AM until 7:45 AM. The after-care program begins at dismissal and ends at 6:00 PM. Students left after 6:00 PM will be charged a rate of \$5 for every five minutes late. Parents that disregard the 6:00 PM pick-up or do not pay the late fee will result in suspension of service for their child. To contact a member of our after-care staff by phone, please call the main school number—773-278-4560 then dial x5.

- After-care is not available on half days of school.

## Athletics

Our athletic program is an integral part of the St. Stan's experience. We view the athletic activities on the playing fields and courts as an extension of the classroom. It is in this context that students of all skill levels develop collaborative skills, strengthen their bodies, and create a healthy competitive spirit. Various sport teams are available in the fall, winter, and spring seasons for students in grades 3<sup>rd</sup>-8<sup>th</sup>. To participate, a child must have written parental permission, proof of insurance, a physical examination and pay an athletic fee which covers the cost of referees, field rental fees, uniforms, and equipment. At least one parent must attend any held Athletic Committee Parent Meeting each season.

In order to participate on a sports team students must maintain academic eligibility (C average or higher) and exhibit positive behavior. Students receiving a D or below in any core content area will be put on probation until the grade is raised with confirmation from the student's classroom teacher.

Students must attend school 60% of the school day in order to participate in or practice for school related activities scheduled for that day or night. Exceptions to this policy may be made at the discretion of, and with the specific approval of the principal. Situations such as visits to a doctor, or attending a funeral would be examples of qualifying exceptions. Documentation of such circumstances is necessary.

### *Biddy Sports*

- Biddy Sports was created for students to connect and try out different sports. It is for students in K-3<sup>rd</sup> grade. Biddy Sports emphasizes basic skills and promotes teamwork, commitment, a sense of belonging, and physical fitness in a fun setting.

## Clubs & Extracurricular Activities

St. Stan's is proud to host a variety of extracurricular and enrichment programs for our students after school hours. Depending on the nature of the activity, there may be an additional fee required. These programs include student leadership, altar servers, and various creative and academic clubs. Programs for which additional staff compensation or the purchase of materials are necessary, there will be an additional cost. After school programming changes from year to year based on interest, but in the past, dance, art, imaginative play, music lessons, and chess have all been offered. Please contact the school office, visit our website, or check your Thursday Family Folder for more information on current costs and schedules.

## Co-Curricular Agreement

In order for students to participate in athletics, clubs or other after-school activities, they must adhere to the participation agreement below. All coaches and club leaders must also sign the agreement.

**As students, parents, and activity leaders in the St. Stanislaus Kostka School Co-Curricular Activity Program, we agree to the following:**

As a student, I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect coaches, leaders, teammates, opponents, parents, officials, judges, and spectators.
4. Put my studies first by devoting as much time as necessary to schoolwork.
5. Show up on time for all practices and events.
6. Respect my school by keeping equipment and other property in good condition, returning it on time and keeping activity areas in order.
7. Understand that discipline may be necessary if my actions are unacceptable at practices, games, or events.
8. Play fair and have fun.

As a parent, I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect coaches, leaders, teammates, opponents, parents, officials, judges, and spectators.
4. Make a good faith effort to have my child on time for practices and events.
5. Know and apply the policies set forth in the St. Stanislaus Kostka Handbook.
6. Support and participate in any disciplinary action that may be needed.
7. Agree that an unexcused absence will result in one game/match penalty for my child.
8. Communicate with coaches and leaders in a proper manner by being open and honest, avoiding criticism immediately after a situation that triggers a concern and discussing the situation at a time and place that allows for a private conversation.
9. Understand that the chain of communication regarding concerns begins with the coach or activity leader. Any unresolved concerns should then be communicated to the principal.

As a coach or activity leader I will:

1. Remember at all times that Jesus Christ is the reason for our school and that Jesus is the model for our lives.
2. Be a positive role model.
3. Respect other coaches, leaders, teammates, opponents, parents, officials, judges, and spectators.
4. Recognize and encourage the efforts of all students regardless of results.
5. Know and apply the policies set forth in the St. Stanislaus Kostka Handbook.
6. Know and apply the rules and regulations of the activity.
7. Keep competition in the proper perspective.

## **Birthday Treats/Celebrations**

In order to comply with the **wellness policy**, which includes offering students the healthiest foods while at school, students are permitted to bring one small treat for each member of their class. If you're planning to send in birthday treats for your child, the treat **MUST be HEALTHY**. Some ideas include: fruit kabobs, blueberry muffins, frozen yogurt with fresh fruit, low fat pudding cups, fresh fruit (cut apples, peaches, melons or strawberries), cereal bars, and oatmeal cookies. No regular size cupcakes or ordered food are permitted. These treats will be handed out at the end of the school day.

Any extra treats must be taken home—they may not be given to siblings, cousins, or friends in other classes.

Unless all the children or all the boys or all the girls are invited, party invitations are not to be passed out at school. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Balloon and floral arrangements delivered to school will be held in the school office for the student or parent/guardian to pick up at the end of the school day.

## EXPECTATIONS FOR CONDUCT

### Code and Consequences

As a community dedicated to helping our children reach their fullest potential in an environment that is inspiring and based on self-discipline, the faculty and staff have created a definition of leadership that provides a clear understanding of what is expected of all students at St. Stanislaus Kostka School.

A St. Stan's leader is **confident**, **courageous** and **compassionate** continually striving to have a positive and lasting impact on others.

Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus, who taught his disciples and calls upon us today to “love one another as I have loved you.”

Great effort is made to promote a peaceful, positive, and proactive approach to discipline. We believe the root of discipline is to “Disciple” and draw out the giftedness of each child. All of this begins with the ability to examine one's words and actions in light of our faith and to take personal responsibility to be the person God created us to be.

Students will, therefore, not be allowed to deprive themselves or others of the opportunity to learn in an orderly environment that is conducive to learning. Respect is demanded at all times. Respect does not mean the same thing as affection--while affection refers to one's feelings for someone, respect means understanding how one ought to behave toward another person, regardless of feelings. Respect for teachers, classmates, and the rules of the school and classroom makes this possible; lack of respect hinders the basic functioning of a classroom. Should a student fail to be respectful, disciplinary action will be taken.

At the beginning of the school year, teachers collaborate with students to create a class mission statement, a class code of excellence, and thoroughly explain procedures and expectations. When a student fails to meet the expectation given by an adult in the building, all classrooms adhere to the following Discipline Process:

1. One reminder of the expectation; verbal warning; teacher directed timeout

2. A behavior mark is recorded on the Disciplinary Referral Form.
3. Discipline Referral Form sent to the office.
  - This could be an automatic consequence depending on the seriousness of the infraction.

### Repeated Discipline Issues

Although our sincere hope is that students will strive to modify their behavior in order to meet the behavioral standards of SSKS, we recognize that more severe measures are sometimes required. Three Discipline Referrals will result in a conference and/or in-school/ out-of- school suspension. Testing for various behavioral disorders (i.e., ADD, ADHD, oppositional defiance disorder, etc.) may be discussed during the meeting and could be required for continued enrollment at St. Stan’s.

Based on the habit of ‘Be Proactive’ the students of St. Stan’s are encouraged to remember:

1. I have a circle of control.
2. I have more than one choice.
3. I have the power to pick the best one.

### Possible Consequences for Inappropriate Behavior:

Level	Examples (Not inclusive)	Possible Consequences
1—Serious Offenses	--Gum chewing --Uniform violation --Refusal to do work --Consistent disregard of school or classroom rules --Littering --Throwing snowballs --Drawing of sexually explicit images --Passing notes in class	--Phone call home --Writing of an apology note --Loss of privileges --Detention --In-school suspension
2—Major Offenses	--Blatant defiance of authority --Destruction of property --Harassment of teachers/students --Inappropriate/foul language --Continual disruptive behavior --Racial slurs --Plagiarism --Cheating --Forging signatures --Throwing food in cafeteria --Inappropriate or illegal use of technology --Leaving school grounds without permission --Theft --Pushing/shoving others --Biting --Possession of explicit literature --Verbal or written communication of any threatening or potentially violent story or gossip --Cyber-bullying, in connection to the school --Use of electronic devices --3 <sup>rd</sup> detention	--In-school suspension --1-3 days of out of school suspension (record placed in student’s file) --Loss of extracurricular activities and/or social events --Loss of attending field trips --Payment for damages or injury
3—Grounds for Out of School Suspension/ Expulsion	--Repeated actions from above --Fighting and/or physical abuse of a student and/or teacher	--Out of school suspension (marked on student’s permanent record)

	--Threatening the use of a weapon --Possession/sale of weapons, alcohol, drugs and/or dangerous instruments --Sexual harassment/misconduct --Gang activity --Tampering with fire, matches, or any form of fireworks --Pulling fire alarm	--Expulsion --Police notified --Non-public graduation
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**Cheating:** Any student found to be cheating on classwork, homework, or tests will receive an automatic zero on their work, be required to attend a conference with the teacher and parent(s), and depending on the nature of the offense, will be required to serve a detention or a suspension.

**Plagiarism:** A piece of writing that has been copied from someone else and is being presented as your own is a serious offense and will not be tolerated. Offenses of plagiarism will result in an automatic reduction in grade, a conference with the teacher and parent(s), and another attempt at the assignment while serving an in-school suspension.

**Forgery:** Any student found guilty of the offense of forgery must attend a conference with the parent(s) and teacher and serve a one day in-school suspension.

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the principal will make every effort to act fairly and quickly. The best interest of the student, school and community will be greatly considered. Each situation is different and will be handled on an individual basis.

**Information Reporting:** As per Archdiocesan policy, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage or the possession of a firearm by ANY student which occurs at ANY school function or ANYWHERE on school property.

**Disciplinary Probation:** A student who has been suspended is automatically placed on disciplinary probation for a period of nine weeks. Any misbehavior during the probationary period may be grounds for expulsion.

## Bullying

As Catholics, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. At St. Stan's, we want to ensure students can learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,

- Occurring on campus or off campus during school or non-school time,
- Directed toward another student or students that has or can be reasonably predicted to
  - ◆ Place the student or students in an unreasonable fear of harm to the student or student's person or property;
  - ◆ Cause a substantially detrimental effect on the student or student's physical or mental health;
  - ◆ Interfere substantially with the student's academic performance;
  - ◆ Interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

**Cyber bullying** includes repeated calling or messaging - specially to threaten someone, hacking into accounts, posting rude/unwanted messages or pictures on a person's social media page, or any activity that could likely damage or ruin someone's reputation.

E-mail, blogs, online messaging, social media, cell phones, and video game networks are all potential vehicles for cyberbullying.

**Bullying acts or conduct described above can include the following:**

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person through any form of electronic communication and the Internet;
- **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 as well as exhibitionism, voyeurism, sexual positioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

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

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment.

All allegations and threats of bullying/harassment are taken seriously, investigated and dealt with appropriately. In cases of reported bullying, the principal or designee shall interview all students involved (i.e., the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences. Appropriate disciplinary consequences will be enforced:

1. **If it is determined that a child is bullying, he/she will be placed on an In-School suspension immediately and will be required to complete the day's assignments. In addition, any student participating on an athletic team who is bullying may be suspended from the team.**
2. Per Archdiocesan policy, documentation of what happened and the consequence given must be placed in the student's file. The principal will also notify the assistant superintendent of the bullying complaint and the action taken.
3. Continued incidences of bullying can result in mandated counseling (both for the student and/or the family) or expulsion.

Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or non-public school from attending that school or interferes with the child's attendance at that school is guilty of a Class A misdemeanor.

### **Dress Code Violations**

The dress code is well defined in content. Sometimes "judgment calls" must be made. If your child is not in compliance with the dress code, your child will be given a uniform violation notice which is to be signed by a parent or guardian. All uniform attire must be REGULATION as stated in the dress code. If it not regulation, it is a violation. Decisions and/or "judgment calls" rest with the administration. Three citations of a uniform violation in one month will result in a child losing the privilege of dressing down on dress down days.

### **Uniform**

A school uniform is an outward sign of a student's duty to live in unity with his or her classmates. A uniform also removes the distractions and competitiveness that tends to accompany free dress, distinguishes St. Stan's students, is an opportunity for them to convey pride in their school, and encourages them to focus more on personality and talents than on externals. Additionally, students who understand and who follow the uniform code demonstrate that they are ready to live up to the academic and behavioral standards at St. Stan's.

Students are required to be in uniform nearly every day of the school year. The few exceptions are called dress down days. Although every faculty and staff member is charged with enforcing

the uniform code, it is primarily and naturally the responsibility of the parents to make sure that their students are properly attired to attend school.

## **Informal Uniform**

### Boys & Girls, Grades K-8

- Regulation red short or long sleeved monogrammed polo shirt (must be tucked in)
- Regulation black walking shorts (not more than 2" above knee) or trousers; plaid skirt & polo (5<sup>th</sup>-8<sup>th</sup> girls)
- Black belt
- Plain white socks (must go above ankle)
- Gym shoes (NO HIGH TOPS) or black dress shoes

## **Formal Uniform**

### Boys, Grades 1-8 (Required for mass days and other announced time; Optional for Kindergarten)

- Regulation black trousers
- Regulation short or long sleeved monogrammed (SSKS lapel pin optional) shirt (must be tucked in)
- Red or Black Zipper Tie (Grades K-4)
- Tie—no “weird” designs (Grades 5-8)
- Navy V-neck pullover vest or cardigan sweater (optional)
- Plain black or white socks (**must go above the ankle**)
- Black or brown *dress* shoe **Gym shoes are not allowed.**

### Girls, Grades 1-4 (Required for mass days and other announced times; Optional for Kindergarten)

- Regulation plaid jumper (**must come to knee**)
- Regulation white round collar monogrammed blouse (short or long sleeved) or not monogrammed with a SSKS lapel pin
- Regulation navy or red round neck cardigan sweater (optional)
- Navy or white **knee-highs** or tights
- Black or brown dress shoes (NO heels) **Gym shoes are not allowed.**

### Girls, Grades 5-8 (Required for mass days and other announced times)

- Regulation plaid 2-Kick pleat skirt
- Regulation white pointed collar monogrammed blouse (short or long sleeved—must be tucked in at all times; SSKS lapel pin in place of monogramming optional)
- Regulation red or navy tie
- Regulation solid navy sweater-vest
- Regulation navy or red round neck cardigan sweater (optional)
- Navy or white knee-highs or tights or plain white socks that go **above the ankle**
- Black or brown dress shoes (NO heels) Gym **shoes are not allowed.**

## **Gym Uniform**

### Boys and Girls, Grades K-8 (Optional for Preschool)

- Red T-shirt with St. Stan’s imprint (now purchased through School Belles)
- Red Sweatshirt with St. Stan’s imprint (optional)

- Black sweatpants or shorts with St. Stan’s imprint
- White socks that go **above the ankle**
- Gym shoes
- St. Stan’s Spirit Wear (sport’s ordered) may only be worn during gym class

The following are **not** allowed:

- ✓ Designs or swirls cut into hair.
- ✓ Dyed or artificially colored hair.
- ✓ Shaved sides and longer length at the top
- ✓ Bangs below the eyebrow.
- ✓ Make-up, glitter.
- ✓ Artificial nails.
- ✓ Earrings on boys, mismatched earrings.
- ✓ Boots, light up sneakers or “Heelys”.
- ✓ Long hair on boys (nothing below chin)

The following jewelry may be worn:

- Simple post earrings
- A simple, religious necklace
- A simple watch

**Dress Down Days:** Coming to school out of uniform is a privilege granted to the student. We ask that students come dressed appropriately. Students that attend the scheduled Family Masses in their formal uniform, may participate in a dress down day Monday following mass. Final decisions concerning the dress code on dress down days comes under the authority of the principal. Parents will be called to bring an appropriate change of clothing if it is deemed necessary.

Boys and Girls, Grades K-8

Students must wear appropriate clothing for school. The following are acceptable:

- ✓ Jeans, slacks, shorts, and tee shirts are appropriate.
- ✓ Clothing should be neat and clean—not torn or cut.
- ✓ Flip flops and shoes with heels higher than two inches may not be worn.
- ✓ Printed tee shirts must not be derogatory, suggestive, or inflammatory.
- ✓ Shorts, skirts, and dresses may not be more than two inches above the knee.
- ✓ Pants, jeans, skirts should not be hip-hugging or low riding styles.
- ✓ T-shirts, blouses or shirts should be long enough to cover the waistline.
- ✓ Tank tops or spaghetti straps are not allowed to be worn at any time.
- ✓ Clothing with “cut-out” areas are not permitted.

**Dress Up Days:** Boys should wear dress pants, dress shoes, and shirts with collars. Girls should wear dresses or skirts that are not more than two inches above the knee, are respectable and adherent to all other dress code notations.

**Sneakers and flip-flops are not allowed on dress up days.**

Failure to adhere to the official dress code will result in a mark in class dojo for students in 1-8. Repeated violations will result in a loss of privileges.

- *Final decisions concerning the dress code are under the authority of the principal.*

### **Official Uniform Provider**

For the sake of uniformity, all school uniform items are to be purchased at School Belles. No alternative brands, colors, or styles are allowed. Socks and shoes of the appropriate styles may be purchased at any location. A brochure listing the required and optional items available from SchoolBelles is provided every year as a reference. Orders may be purchased online at [www.schoolbelles.com](http://www.schoolbelles.com) or phone orders are accepted by calling 1-888-637-3037. The St. Stanislaus Kostka School ordering number is #1400.

### **Entrepreneurial Activity**

Buying or selling of personal merchandise (trading cards, bracelets, etc.) anywhere on school grounds is absolutely prohibited. The school reserves the right to confiscate any goods used for these purposes.

### **Gang Activity**

Gang-related 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 or other forms of 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 either suspected of being involved in gang-related activities or are a victim of gang-related activity.

- Gang activity may result in probation, suspension, and/or expulsion.
- The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

### **Harassment**

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

- **Sexual Harassment:** Sexual harassment by students is unacceptable conduct that may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such activity is

sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment. Any person who has a complaint of a sexual harassment by a student must bring that complaint to the attention of the school Principal. All such complaints will be promptly investigated. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the pastor or the school consultant at the Office of Catholic Schools.

Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy.

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

## **Hazing**

Hazing is defined as an instance in which a person knowingly requires the performance of any act by a student or other person in a school for the purpose of induction or admission into any group, organization or society associated with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm. Hazing is not tolerated in Catholic schools, and shall be explicitly listed as a violation of the Student Code of Conduct in all promulgated policies. If any school administrators, teachers, support staff, and/or volunteer coaches observes hazing at a Catholic school, they are obligated to report it to the principal and the Principal shall notify their Regional Director as well as local law enforcement if the act of hazing results in death or great bodily harm.

## **Social Media**

Archdiocesan guidelines maintain an appropriate school related social media and technology use. Personal social media relationships between staff, students, and parents in the school community is unprofessional. Relationships deemed inappropriate by the Archdiocese will be addressed according to Archdiocesan procedures.

## **Substance Abuse**

Anytime a student is representing St. Stanislaus Kostka School, whether in school, on school grounds, during the school day, or at school sponsored activities extending beyond the regular school hours, substance abuse of any kind is strictly prohibited. Substance is defined as illegal drugs, drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are intended.

## **Suspension of Students for Disciplinary Reasons**

Suspensions are reserved for serious or chronic behavior incidents. The following procedures are intended to ensure that the imposition of suspension is fair and consistent.

- An investigation of the alleged misconduct by administration.
- A conference between the parent(s)/guardian(s) and principal, as well as other designated and appropriate personnel, to discuss the proposed or actual suspension.
- Notification of suspension (typically provided after conference).
- Written notification to Regional Director and Pastor (when applicable).

## Expulsion of Students for Disciplinary Reasons

A student expulsion is a very serious matter and is only invoked as a last resort, when all other reasonable consequences have failed, or when the safety of a member or members of the SSKS community has been unreasonably compromised, or when the student's continued presence would seriously compromise the ability of the school to fulfill its mission or obligations.

Expulsion can be the result of a series of actions on the part of the student or the result of a single, very serious action. The following are examples of the kinds of misbehavior that generally result in immediate expulsion: 1. participation in seriously disruptive or malicious activities as part of a group or gang; 2. possession, use or delivery of narcotics, tobacco, alcohol, or otherwise illegal controlled substance; 3. possession, use, or concealment of a weapon on school property or at a school-related event; 4. threatening bodily harm or assaulting a member of the SSKS community; and 5. vandalism of school property or the property of others. It is important to realize that this is not intended to be an exhaustive list.

**Expulsion Process:** There can be as many as four steps to the expulsion process. Short of the kinds of misbehavior that required immediate expulsion, a documented conference will be held between the Principal, faculty or staff member, and the student to resolve the problem. If the problem cannot be solved, the student will be suspended. Following the decision to suspend, a documented conference will be held between the Principal, Pastor, faculty or staff member, and the student's parents. If no solution is reached, Office of Catholic Schools (OCS) and Legal Services is contacted.

During this period, the school principal must consult with the Regional Director and Legal Services before the decision to expel the student is finalized. If the expulsion of the student is agreed upon after careful review of the student's documented academic and disciplinary records, the parents or guardians must receive the reasons for the expulsion in writing at the final meeting of the student, his/her parents or guardians with the principal and pastor.

If, after consultation with the Regional Director and Legal Services, the principal is informed that the school's interventions and documentations cannot support expulsion, the student should be placed on probation with academic and disciplinary expectations clearly documented in writing, given to the student/parent/guardian, and placed in the student's cumulative file.

Principals are mandated to document and report all instances of substance abuse, firearms, and written complaints of battery committed against school personnel in the school to the proper authorities as directed by Illinois State Law.

## Weapons

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

- Students, parents, and visitors shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “Billy clubs”, bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, 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 as soon as possible. Any individual that violates these directives are subject to suspension and/or expulsion.

Incidents involving threats or assaults to school staff and the possession of drugs or firearms in school must also be reported to the IL State Police by the principal on the **Student Information Reporting System (SIRS)**. In addition, the Office of Catholic Schools is notified within 24 hours.

## Resolving Disagreements or Conflicts

Issues between individuals should, first of all, be discussed respectfully. Whether between students, parent and teacher, or parent and parent. All encounters and discussions should maintain the respect of all, with a spirit of openness to God’s grace and the healing power of the Holy Spirit. If a parent/student/guardian becomes aggressive or confrontational, a teacher and/or staff member has the right and the obligation to walk away from said confrontation. SSKS will not be expected to engage in disrespectful or confrontational behavior.

Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with another party should request a mutually agreeable appointment time. The administration should not be approached until the matter has been discussed with the teacher, staff, student or parent.

The appropriate sequence for questions of responsibility of fairness should be:

1. Private, scheduled discussion among the people directly involved.
2. Administration requested to review the situation, if needed.
3. Follow up meetings are available to resolve any outstanding issues.

## Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Students may be withdrawn due to the conduct of their parent/guardian. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, chronic disrespect, or other behavior that violates the parent code of conduct. In such cases, the Principal shall contact their assigned Regional Director and Pastor (if applicable) before the withdrawal is implemented.

### **Withdrawal of Students Based Upon Financial Delinquency**

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) should attempt to be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. It is recommended that the Principal establish “Exclusion Days” in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days should be announced ahead of time so that the family and teachers can make appropriate plans. The Archdiocese does operate an Emergency Tuition Assistance Fund (ETA) to assist families who are going through unexpected, life-changing circumstances. Principals may apply for the ETA through the OCS. Parents experiencing personal bankruptcy may be prevented from paying owed tuition as a result of bankruptcy proceedings. In these cases, Principals (or their designees) should be familiar with the details of the bankruptcy and act accordingly.

### **The 4th-8th Grade Wildcat Teams Point System**

Middle School is an opportunity for students to intensely prepare for the rigors of high school. This not only includes a solid academic background, but also the honing of skills that will promote respect, responsibility, organization and self-discipline. We believe that children can be taught these important life-skills. Once taught and established as an expectation, students are held to the highest level. If students do not hold themselves to the stated expectations, consequences are given. For middle school students, these consequences are in the form of Wildcat Points. To track these points an online app system called **Class DoJo** will be used.

#### **How Does Class DoJo Work?**

Teachers (homeroom, specials, and after-care) award points for positive (deposits) and negative (withdrawals) behaviors by clicking a student’s icon on the ClassDojo app or website. ClassDojo then tracks the behaviors that are recorded in class and provides instant notifications for each student throughout the day. As time goes on, the report on your student will grow, develop, and allow both student and parent to track progress and address needs.

Using a unique and private access code on the ClassDojo app or website, each parent/guardian will be able to view their student’s, and only their student’s, progress in real time. Each student also receives a unique access code so that they may view their own progress or change their avatar.

#### **How Will ClassDojo Be Used at St. Stan’s?**

This year at St. Stan’s, we will be using this tool for:

- Deposits & Withdrawals: Every relationship that a student engages in is like a bank account. We can add deposits to the relationships or we can take out withdrawals. Deposits are actions that develop a strong and positive relationship. Withdrawals are those actions that can hurt or begin to diminish a relationship. Examples of deposits and withdrawals are listed below.
- Wildcat Teams: Classdojo will also be used to track our Wildcat Team points! Each middle school student belongs to a mixed-grade Wildcat Team, led by one of the Middle School homeroom or specials teachers. Competing in fun, academic and physical skill challenges throughout the year, each Wildcat Team tries to earn as many positive points as possible so that they can win the Stan(ley) Cup! Students can earn extra points for their Wildcat Team through a variety of positive learning and leadership behaviors; please see the list below for a sampling.

Any consistent and serious misconduct as referenced in our Code of Conduct constitutes a Discipline Referral. A mark in the Class DoJo should stop infrequent inappropriate behavior from occurring; however, if the behavior continues, the following consequence system has been established:

### **Wildcat Point System**

<b>Withdrawal</b>	<b>Consequence</b>
5 negative points for Excessive Tardiness	Tuesday Detention (\$25 fee to cover supervision)
Any combination of 10 negative points	Tuesday Detention (\$25 fee to cover supervision)
+3 Additional loss of points before Tuesday detention	Parent conference
+6 Additional loss of points before Tuesday detention	In-school suspension

*Each student's points will be reset at the end of the month for a fresh start.*

## **COMMUNICATION**

Communication between home and school is one of our priorities. The school pursues different avenues of communication to ensure that parents are informed of what is happening at school.

ANNUAL BACK TO SCHOOL OPEN HOUSE: Parents are required to attend the annual Open House during the month of September for the purpose of providing parents with the opportunity to

receive important information, learn tips on how to make this a successful year, and meet the school faculty.

PARENT INFORMATION NIGHTS: Parents are the first educators of their children. We know the work done here at school must be followed through at home for the greatest success. Therefore, five-six parent nights are scheduled each year. These parent nights will relate to our school wide goals and will fall in line with our mission and philosophy. Knowing these events take people's time, effort, and financial resources in planning, we are requiring a parent or parent representative to attend 3 of the 5 parent information nights. Families who do not attend must pay a fee of \$25 for each night missed. For example, if you attend two of the five nights, you would pay \$25 for missing the third required meeting.

- Back to School Open House
- Fall/Winter Conferences
- State of the School Address
- Learn. Lead. Love. Showcase
- Spring Conferences
- Any additional schedule parent meetings (e.g., middle school, sacraments, etc.)

THURSDAY FOLDERS: Family folders are sent home on Thursdays with every child in the school. The folder contains important school information, including after-school signs ups, flyers, and other notices which pertain to your child and what is happening at school. One of the most important ways to make this a successful year is by being informed. The folders are to be sent back on Friday with any information that needs to be returned to the school. On the inside flap of the Family Folder, a signature is required to acknowledge receipt of the papers in the folder. A \$5.00 fee will be assessed to replace a lost folder.

SCHOOL MESSENGER or WIX EMAILS: Each week an email from the principal will be sent to parents. These emails include important reminders, deadlines, and other relevant school news. In order to be kind to the Earth not all papers are copied and distributed. It is expected that all families read the email and check the online family folder.

SCHOOL MESSENGER PHONE MESSAGES AND TEXTS: School Messenger also has the capability to send pre-recorded phone messages. This option will be used to remind families of important events or announcements. In case you missed a message or simply to check past messages, dial 855-955-8500 to hear up to 30-days past message history. Note: Your call must originate from a phone number to which a message was originally sent.

WEBSITE: Our school website is a fabulous resource which houses valuable information and materials relevant to our school life and community. Please take some time to familiarize yourself with what's there!

PHONE CALLS: Phone calls are a quick and efficient way to communicate a student's struggles or challenges, as well as their accomplishments. Teachers are encouraged to make positive phone calls as

the need arises. Parents are welcomed and encouraged to phone teachers with any concerns or questions. Teachers and staff members cannot accept phone calls during the school day due to the fact that they are busy with the school children. Please allow 24 hours for all calls and e-mails to be returned.

- The office phone is available for students to use in cases of emergency. The phone may not be used to call a parent for a forgotten item or other small incidental items. All after school arrangements should be made before students come to school. Permission must be granted by an employee of St. Stan's before a child may use the phone.

**WRITTEN COMMUNICATION:** Teachers and parents can write quick and efficient notes back and forth through the use of an assignment book. Handwritten and electronic communication is also another means to maintain contact. All teachers and staff members have assigned St. Stan's email accounts. Although teachers are often able to respond quicker, please allow 24 hours for a response.

## **Emergency Contact Information**

Each family must have an emergency form on file in the school office. The form includes the following information:

1. Parent(s) or guardian(s)' name(s).
2. Up-to-date address.
3. Home, cell phone and work numbers.
4. Emergency contacts and phone numbers.
5. Physician's name and phone number.

**Parents/guardians must notify the school promptly in writing of any change of home address, or home, email, emergency or work and cell phone numbers.**

If your child states they are feeling ill, nauseous, dizzy and/or has experienced a head injury and we cannot get in touch with the parents/guardians or any of the emergency contacts, the school will call 911 and transport your child via ambulance to the hospital for medical care.

## **SAFETY & SECURITY**

### **Building Security**

All exterior doors are kept locked at all times. The main entrance is controlled by a buzzer system. All visitors, including parents, volunteers and vendors, are required to sign-in the Visitor Log Book and check in at the school office upon arrival.

#### **Campus Safety and Security**

The school building(s) and properties shall comply with the requirements of the Illinois Building Code, the State Fire Marshal's Office, the State Department of Health, and the policies of the Archdiocese of Chicago. The building(s) and properties shall be regularly inspected by

local personnel to ensure that they are safe and in good repair. For all elementary schools, external doors shall be locked at all times during the school day (locked doors are recommended for high schools). Doors shall only be opened by qualified school employees. Doors shall be propped open only for brief periods of time, and under the direct supervision of a qualified employee. Schools should consult with local law enforcement regarding the regular monitoring of security on the school's campus.

## **Safety Drills**

Fire drills will be conducted no less than ten times a year and a tornado drill no less than once a year. A drill is to test the ability of students and staff to act in the event of a real fire or tornado. The Emergency Management Plan is posted in each room. Safe and orderly exit is essential.

In the event of a tornado drill, the school will take shelter in the locker rooms and the parish meeting room outside of the gym. Students will kneel against the wall and cover their heads with their arms. Students are to remain in this position until they are instructed to return to their room.

All rooms have posted fire drill escape routes. Students in PS-2nd grade line up along the fence closest to the church, while students in grades 3-8 line up along the fences in the back of the school. Students are to line up behind their teacher and remain calm and quiet until they are told to return to the building.

### Evacuation Drills (a.k.a. Fire Drills)

At least three Evacuation Drills (or "Fire Drills") shall be conducted each school year, in compliance with the School Safety Drill Act (105 ILCS 128). Proper documentation of each Evacuation Drill shall be kept on file in the principal's office. All drills require the participation of the local fire department/district. The three drills must occur during the following time periods: 1. Before September 1: The school's local fire department/district is required to contact the principal no later than September 1st of each year to arrange for the first Evacuation Drill (which shall include fire department/district participation). If the local fire department/district does not make contact by September 1st, the principal shall make appropriate contact. 2. October: The principal shall contact the local fire department/district no later than September 15th to arrange for an Evacuation Drill date to take place within the month of October. 3. Additional Date: The school shall conduct a final Evacuation Drill after the month of October, on a date of mutual agreement between the principal and the local fire department/district. Additional Evacuation Drills may be conducted at the discretion of the principal.

### Severe Weather Drills

Schools shall complete at least one Severe Weather Drill per school year, in compliance with the School Safety Drill Act (105 ILCS 128). Severe Weather Drills shall include specific procedures for managing earthquakes, tornadoes, and similar "shelter-in-place" incidents.

### Law Enforcement Drills (a.k.a. Lockdown Drills)

Each school shall conduct at least one Law Enforcement Drill (or “Lockdown Drill”) per school year, in compliance with the School Safety Drill Act (105 ILCS 128). Law Enforcement Drills shall include specific procedures for handling intruders, school shootings, bomb threats, and similar incidents in the school building. Law Enforcement Drills must include the participation of the local law enforcement agency (principals should contact the local agency prior to a Law Enforcement Drill). The Law Enforcement Agency shall certify the drill once it is complete. Schools may complete additional Law Enforcement Drills at the discretion of the principal. Schools shall also have written procedures for handling a safety incident in the neighborhood of the school, but not within the school building. In most cases, this shall involve not permitting children to leave the building (also known as a “Soft Lockdown”). It is recommended (but not required) that principals conduct a Soft Lockdown drill at least once per year.

### **Firearm Free Environment**

Firearms are not permitted on the property of Catholic schools, with the exception of licensed and identified law enforcement personnel. This policy includes school employees.

### **Smoke & Drug Free Environment**

St. Stanislaus Kostka School is a smoke/drug free learning environment. Smoking is NOT permitted on school grounds.

### **Loitering**

All individuals (students, parents, and staff) are not permitted to loiter, “hang around” before or after school anywhere on St. Stan’s property (inside and outside).

- Students on school grounds after student dismissal without a pre-arranged reason for staying after will be placed in the after-school program and the parents will be charged accordingly.
- Non-students are not permitted on school grounds at any time unless they have been registered as official guests in the school office.

### **Supervision of Students**

Schools have a duty to exercise reasonable supervisory care for the safety of students and may be liable to injuries resulting from the failure to supervise. This duty applies to both public and private schools. Schools have a duty to supervise students during lunch or recess periods on the theory that injury is generally foreseeable when young people are left unattended during free periods. Students must be under the supervision of school employees at all times and in all places during school hours of the local school.

Parents/guardians are responsible for the care and supervision of their children travelling to and from school and outside the times of school supervision before and after school.

Students who arrive before the school grounds are supervised in the morning or who remain on school grounds unsupervised after school must be enrolled in the Before/After School program or find other arrangements.

The principal will encourage and expect parents/guardians to obey parking regulations, speed limits and other traffic controls to help create a safe environment at exits to schools and to show respect to neighbors who live close to the school. Parents/guardians should be encouraged to avoid talking to teachers who are supervising entry, exits or traffic, about their child's progress and should arrange another time for discussion.

The school will not be responsible for the supervision of children not formally enrolled in the local school. Parents or guardians who volunteer in the school may not bring other children (babies, toddlers, guests, visitors) with them to the school during their assigned volunteer hours.

School-wide procedures and rules are developed and/or reviewed at the beginning of each school year, practiced, and enforced by teachers and staff for: morning entry; after-school exit; fire drills; bathroom use; corridors; hallways; stairs; lunchroom; playground; church attendance; office; library; water fountain; change of classes; extended day; locker room.

Teachers and school staff must be physically and mentally present when supervising students. Full and undivided attention is necessary when responsible for supervision. Completing unrelated tasks, using cell phones; texting; or engaging in conversation with others does not allow adequate supervision of students.

Rarely should students be left unattended in a classroom or in any other area of the school. In the event of extreme emergency, the teacher should ask another staff member for supervisory assistance. Students must be instructed on what to do in the teacher's absence. Clear expectations of behavior in emergency situations should be reviewed with the students. The age and maturity of the students should be considered. "The younger the child chronologically and mentally, the greater the standard of care" governs emergency situations. Supervision may be supplemented by trained volunteers.

- Visiting speakers or instructors do not have the authority to supervise students in schools.

## **Video, Photographs, & Website**

From time to time, promotional videos, brochures, and flyers may be made by our school. During payment days, a photo/video release form is distributed, and it must be signed by each family in order for your child to appear in any print or video materials. If you do not wish for your child to be included, you must indicate this on the form. If your family does not return the form, he/she will not be included in any publications.

## **Visitor Policy**

For security and the safety of all our children, all school visitors (including parents) must sign-in the Visitor Log Book and check in at the main office. A visitor's badge must be worn while in the building. Office staff will direct visitors to their destination and will notify the teacher of the visitor's arrival. Teachers have been instructed to ask visitors without a name tag to return to the office.

Parents are not to enter a classroom to talk to a teacher during classroom instruction time. Parents must schedule an appointment to formally speak to a teacher.

## **EMERGENCY PROCEDURES**

### **Crisis Management Plan**

St. Stanislaus Kostka School adheres to the emergency and crisis management plan and conducts required drills as outlined in Public Act 094-0600. Each classroom has an emergency/crisis plan posted for procedures to follow, should an unexpected emergency arise.

Public Act 094-0600 (ILCS 128) School Safety Drill Act was signed into law August 16, 2005. Its purpose is to have public and private schools review their school safety plans with first responders and to conduct specific school safety drills.

The policy stated above will be implemented as follows:

- An emergency/crisis management plan shall include the National Incident Management System (NIMS) as its foundational base for dealing with major local emergencies.
- Local school staff are required to complete 2 independent course training sessions offered online by the Federal Emergency Management Agency (FEMA): FEMA IS-100b and FEMA IS-700A (Both courses revised in 2013)
- An Incident Command Team coordinates the completion and/or updating of the local School Emergency/Crisis Management Plan. Incident Command Team members must also complete FEMA IS – 200.
- Evacuation drills (fire, bus, law enforcement, school shootings, severe weather and shelter-in-place) are held annually.
- Documentation forms shall be submitted annually to the Illinois State Board of Education and the Office of Catholic Schools on or before June 1 of each school year.

A copy of our Annual Review Report is forwarded to the Regional Director in the Office of Catholic Schools and IL Fire Marshall annually by June 1.

### **Safety & Emergency Training**

All school employees and volunteers are required to comply with the Child Protection policies of the Archdiocese, which include training of child safety. In addition, new staff members must complete two trainings through FEMA:

- "Introduction to Incident Command System for Schools"
- "National Incident Management System (NIMS), An Introduction".

### Compliance (School Safety Drill Act)

All Catholic schools (of all governance models) are required to comply with the School Safety Drill Act (105 ILCS 128) which outlines the schedule of safety drills and reporting for public and non-public schools. Each school shall submit an Annual Review Report to ISBE and their assigned Regional Director by June 1 of the current school year. Proper documentation of each Safety Drill shall be kept by the principal, and may be accessed at any time by OCS personnel. The school shall publish Safety Drill procedures within its local Teacher/Staff Handbook, and ensure that all school employees receive proper training on Safety Drill procedures.

### Bus Evacuation Drills

All schools that provide transportation services to students shall conduct at least one Bus Evacuation Drill per school year, in compliance with the School Safety Drill Act (105 ILCS 128). The Bus Evacuation Drill shall be conducted on the date of the principal's choosing before December 31 of the school year. The Bus Evacuation Drill shall include every bus in use, and must be conducted on the site of the school. If the school does not utilize buses for daily transportation to/from school, the school may instead conduct this drill before or after a field trip in which buses are used.

## **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. School will not be canceled unless a safety risk has been created by unusual circumstances. Please use your best judgment in determining whether or not it is safe to transport your child(ren) to school.

Should conditions necessitate school closing, several systems are in place to communicate this to faculty, staff, parents, and students:

1. Parents and students are notified through School Messenger (email & text).
2. A message on our school website will appear.
3. A complete list of closings is also available at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). At the emergency closing website you may also request an email be sent to you when school is closed. You may also call 847-238-1234 from a touch-tone phone and enter the school's phone number, 773-278-4560.
4. You can also access this information on the radio (WGN Radio 720 AM, WBBM Radio 780 AM) or television (CBS Channel 2, NBC Channel 5, ABC Channel 7, WGN-TV, FOX Channel 12, or CLTV).

## **PARENT INVOLVEMENT**

### **Guiding Principles**

We firmly believe that the process of education here at St. Stan's School is a mission shared with parents. We assume that each child's parents or guardians are supportive of the values of learning as expressed in the philosophy of education/beliefs and lived out in all aspects of the life of St. Stanislaus

Kostka School. This partnership includes supporting the school's policies, procedures, traditions and decisions and/or being willing to communicate directly with appropriate school personnel whenever concerns or questions arise. To accomplish this, the school asks that you follow the procedure outlined below:

1. Talk over concerns with your child's teacher, or with the person against whom the concern or complaint is being made.
2. If the situation has not been resolved within a reasonable period of time following this initial contact, meet with the principal to present your concerns and the history of your attempts to alleviate them. If the principal is consulted, the person against whom a complaint is made will be notified. Both parties will be given an opportunity to meet in conference with the principal to present, explain, or comment on the facts in an effort to resolve the issue.

Following this order of communication when attempting to resolve a conflict or concern allows for a swift and professional resolution.

When addressing concerns about an individual member of the staff, please assume good faith and positive intentions on the part of the individual(s) in question, and that faculty always attempt to act with the best interests of your child in mind, in compliance with applicable policies. St. Stan's prides itself on its caring, committed staff, whose goal is the education and care of its students.

## Parent/School Covenant

*"Children develop character by what they see, what they hear, and what they are repeatedly led to do." -- James Stenson*

Working together, parents and school professionals exert a strong influence on children. At St. Stanislaus Kostka School, we acknowledge the vital collaboration between parents and educators, and hope that all of us will practice these fundamentals of communication and constructive behavior.

### **Adhering to habit 6, Seek First to Understand, Then to be Understood, parents, teachers, administration, and staff. . .**

- Approach each other with mutual respect
- Recognize the importance of ongoing dialogue
- Avoid harmful speech and gossip
- Acknowledge the legitimacy of differing opinions
- Work toward building mutual trust
- Share a commitment to working together toward solutions
- Promote our school positively to the larger community

### **At St. Stan's, teachers, administration, and staff do their best to. . .**

- Fulfill the school's mission and beliefs
- Maintain a safe and secure school environment
- Create a culture that promotes healthy value and consistent discipline
- Provide students opportunities for success and the building of confidence

- Offer thoughtful feedback to parents regarding their child's academic and personal growth
- Articulate clearly and openly school policies and procedures
- Communicate promptly and regularly regarding school events and student life
- Safeguard the privacy of students and families
- Invite parents to become involved in their child's education and the life of the school

#### **At St. Stan's, parents do their best. . .**

- Actively embrace and support the school and its mission
- Send children to school ready to learn: nourished, rested, on-time, in uniform, with books and supplies
- Resist over-scheduling and provide a quiet place for study at home
- Allow children the opportunity to learn from mistakes, as well as experience success
- Communicate honestly and openly with the school regarding their child
- Read school communications thoroughly and respond to school requests promptly
- Seek information from reliable school personnel
- Acquaint themselves with and follow school policies and procedures
- Participate in the life of school by attending school meetings and volunteering regularly

### **Parent/Guardian Conduct**

Our faith in Jesus Christ calls each of us – administrators, faculty, staff, students, and parents – to a deep and abiding respect for the dignity and worth of each person. It is imperative, therefore, that members of the community treat each other with thoughtfulness and charity. In situations of frustration or disappointment, one must guard against disregarding the value inherent in the culture of our school.

If a parent develops a pattern of approaching administrators, faculty, staff, or other community members in a manner contradictory to the values reflected in our mission and beliefs, the administration will invite the parent to meet and evaluate whether the values and mission of the school are consistent with those of the family. If, in the opinion of the principal, the parent/school partnership is irretrievably broken, the school reserves the right to require the parent/guardian to withdraw his/her child(ren) from the school, or to refuse to accept registration for the next school year.

### **Parent-Teacher Conferences**

Scheduled parent teacher conference days during the school year to promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications.

Following the first trimester, a traditional 15-minute parent/teacher/student conference will be scheduled. The teacher will present the data they collected that provide insight into a student's strengths and areas that could use attention. Report cards will be distributed during the conference. Since the discussion centers around the student, the student should be present. **All parents are expected to schedule and attend a 1st Trimester parent/teacher/student conference.**

For the second trimester, a **student-led conference** will take place. Student-led conferences are a critical component to the Leader in Me Process. During a student-led conference, students tell their

story of success. Instead of the teacher sharing the progress of the child, students describe their successes and struggles. They do this by sharing with parents work samples from the 2<sup>nd</sup> trimester. The focus of a student-led conference is on LEARNING which means report cards are distributed either before or after the conference.

Here is a general layout of a student-led conference, although every teacher may make some slight variation to it:

1. Prior to the student-led conferences (SLC), parents will be provided with a set of questions that would be appropriate to help guide the SLC.
2. Student will welcome their parents and if appropriate and applicable, they may read an introduction.
3. Students will present different work samples that show their strengths and areas of growth for the 2<sup>nd</sup> trimester. Work samples will include not only include end products, but the process they went to get to the end product. For example, you won't only see a published writing piece, but you may see what your child did during the prewriting stage, the various drafts, and the revisions made. In math, you won't only see the final chapter test, but you may see parts of their notebook that shows the steps they took to learning and how those stepped helped them. Again, we want to look at the learning and all the growth that occurred because of what they were taught.
4. The conference usually ends with some goals that the student, teacher, and parent agree to focus on for the 3<sup>rd</sup> trimester.
  - Because the student is leading the conference, the teacher acts as a facilitator. They do a simple check in. This allows for multiple conferences to happen at one time. As many as four conferences can occur at once in the same room.
  - If an additional conference is needed outside the traditional and student-led conferences, an appointment may be made with the teacher which will occur before or after school. Teachers will not be interrupted during class for conferences or phone calls (this includes the beginning of the day or homeroom time). You may leave a message in the school office or send a request via email. Please allow a minimum of 24 hours for a response.

## **Family Mass Attendance**

At St. Stanislaus Kostka, Christ is the heart of all that matters; Christ is at the heart of all that we do. And, it is at the celebration of the Eucharist, at Mass, where our hearts touch His in a visible way and where, through Him, our hearts can touch one another's hearts in a visible way. At Mass, we are energized by the faith of one another and enabled to keep our focus on Christ and His being at the heart of all that we do.

Because Mass is so important and so central to who we are and what we do as a Catholic School, students and their parents are expected to participate in the Eucharist, to attend Mass every week, and to take an active part in Family Masses throughout the year.

- For non-Catholics, this Covenant is an agreement to attend weekly church services in your denomination.

## Volunteer Requirements

A school is only as strong as the partnership that is created between home and school. At St. Stan's we believe in our mission of educating our students in a diverse and challenging environment. To this point, we look to parents for their leadership in providing their time and talent to aid in our efforts to reaching this point of excellence. Every family is encouraged to make a meaningful commitment of time and energy to St. Stan's School. This is particularly important in staffing our signature fundraising events, including the fall Booster-Thon, the spring fundraiser and our end-of-year event. Other opportunities include chaperoning field trips, acting as room parents, assisting a teacher, lunch/recess assistance, organizing, handy-work around school, tutoring, etc. Volunteering a minimum of 10 hours are required for all families receiving financial scholarship awards (\*see Tuition Agreement).

## Protecting God's Children

Beginning with Illinois State Senate Bill 143, effective July 1, 2007, and mandates set forth by the Office for the Protection of Children and Youth, Office of Assistance Ministry, Office for Child Abuse Investigations and Review and the Safe Environment Office, St. Stan's Parish and School will meet the requirements mandated by state law and the diocese's mission to promote and protect the dignity of children.

**Each volunteer must have the following information completed and on file in the school office:**

1. Virtus Training (Protecting God's Children)
  - Complete Virtus bulletins on a monthly basis.
2. CANTS form
3. Background Check completed
4. Code of Conduct signed

## Family and School Association

As outlined in the *Archdiocese of Chicago Family and School Association Manual*: The Family and School Association is an organization of the school dedicated to collaboration between parents, guardians and members of the school and parish staff in the pursuit of quality, faith-centered education.

**The Family and School Association promotes and fosters the following goals:**

- Spiritual, educational and formational development for parents/guardians and families who are part of the school community
- Support of the school in its role of educational and spiritual development of children
- Regular communication that fosters the partnership of home and school
- Social interaction among the members of the school community

- Volunteer service to the school
- Service to the poor and marginalized
- Promotion of and in recycling, development of green spaces and other environmentally sound activities
- Involvement in legislative action that supports non-public schools
- Promotion of the school in the local community

**The Family and School Association is Not:**

- A school policy-making organization
- Primarily a fundraising organization
  - Although the organization may sponsor fund-raising activities
- A forum for complaints

***Membership***

The Family and School Association is open to:

- Parents/guardians of the students in the school
- Pastor
- Principal
- Faculty (representative designated by principal)
- Members of the Parish interested in promoting and supporting the school and the goals

**Parent Ambassador Program**

As outlined in the Archdiocese Parent Ambassador Program Guidelines, this program helps the school with recruitment efforts; community and Parish outreach; builds relationships with prospective families; and organizes parents of current students.

**Room Parent**

Each year we select one or two parents who act as the main liaison between school and home for each homeroom. If there are no candidates, last year’s room parent(s) may be returned as current room parents. Room parents are usually associated with one homeroom. Special circumstances may require a room parent to be associated with two homerooms.

There are three main responsibilities involved with being a room parent. They are: communication, party coordination, and celebration/appreciation of our community. Mass communication sent by the room parents must be informative in nature and may not contain personal messages or opinions. Mass communications must have the administration copied.

**SCHOOL PROPERTY**

**Care of Property**

As part of our mission to exercise responsible stewardship, members of the SSKS community remind themselves that the school building and grounds belong to the Catholic Church, are blessed and dedicated to God, and have been built and maintained by the generous contributions of numerous people. As such, students are asked to demonstrate appreciation by helping to keep the school building, campus, furniture, equipment, educational materials, and other school property clean and free from damage of any kind.

Because of the serious nature, students are required to report any violations of this policy to a member of the faculty or staff or directly to the Principal.

Parents/guardians of students will be held responsible for the replacement of property damaged, and materials damaged or lost through the negligence of their children.

**Textbooks:** Students are expected to take proper care of their textbooks, which remain the property of the school. All hardcover textbooks should be covered with a book cover at all times. No writing is allowed in any hardcover books. Lost or damaged books are to be replaced by the student's family. Fines will be imposed for books damaged beyond what is expected in the normal use for a year.

**Technology:** All students are given instructions for care of use of the equipment. Students are responsible for appropriate behavior while using the school equipment. The student or his or her parents or guardians must replace any equipment damaged by a student.

**Chewing Gum:** Due to the unsanitary conditions and the damage caused by its improper disposition, chewing gum is not permitted on school premises.

**Personal Belongings:** An unseemly number of personal items are lost every year because they have no identification. Parents are strongly encouraged to ensure that their student's personal items, such as jackets, sweaters, lunch boxes, and the like, are clearly marked with his or her name.

## Searches of School Property

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, backpacks, purses, or articles of clothing that are left unattended on the school campus.

- **Lockers:** Students in grades K-8 are assigned lockers. This is a place for them to store their backpacks, lunch boxes and jackets and other outerwear. Locks are not permitted on lockers. This helps to ensure we maximize all instructional minutes with students. We expect all students to respect the belongings of others and not enter another student's locker.

## Inspection of School Property

School properties are regularly inspected by the local health and fire departments/districts, in compliance with applicable local or Illinois state law. School employees shall fully cooperate with all

inspections, and shall work to remediate any violations. Local employees shall regularly inspect school property to ensure that it complies with legal requirements.

## **Lost and Found**

Outside the main office there is a “Lost and Found” bin. Students should check the lost and found box for misplaced items. To avoid missing items, all student clothing and personal items should be labeled with the child’s name and current grade level. Items are given to charity if they are not claimed—the lost and found box is cleaned two times a year—once at Christmas and finally when the year ends.

## **Lost or Late Library Books**

Checking out books from our school library is a privilege offered to students of St. Stan’s. It is important that all books are cared for and treated properly. All books should be returned on time so that the next patron can enjoy the book. This is also an important lesson in responsibility. If a book is lost or so severely damaged it needs to be replaced, the child and his/her family is responsible for paying for the cost of the book. A fee of \$5 for paperbacks and \$10 for hardcover will be assessed. If this fine is not paid by June 15th, all report cards and transfers of file are withheld until full payment is made.

## **Valuables**

Because it is often impossible to recover stolen personal possessions, the school does not recommend that students carry money or valuables to school and store them away from their persons. The school principal and faculty cannot be responsible for valuables that students bring to school. If special circumstances make it necessary for a student to bring a substantial amount of money or other important possessions to school, s/he can leave these items at the school office for safekeeping. Students who do decide to bring valuable items to school (cell phones, hand-held games, etc.) assume full liability for any loss.

## **Vandalism**

Willfully damaging or destroying school property or equipment is cause for immediate suspension and possible expulsion. In particular — students must exercise special care with textbooks, iPads, Chromebooks, computer equipment, and classroom book libraries; these items tend to suffer the most damage during the school year and need to be used again the next year. Classroom libraries especially, whether of individual titles or entire sets of novels, hold a place of central importance in our school and must be treated with utmost care by every student who uses them, regardless of which class they belong to. The school requires any damages be paid before a student responsible is allowed to return to class. If a student accidentally causes damage, s/he should report it to the teacher or principal immediately so that the damage is not misconstrued as vandalism.

## **CHILD PROTECTION PROCEDURES**

## Child Abuse / Neglect / Allegations

School personnel are mandated reporters to the State of Illinois Department of Children and Family Services (DCFS) regarding allegations or suspicions of child abuse and neglect. Thus, school personnel are required by law to report even the suspicion of abuse or neglect. School personnel of St. Stanislaus Kostka School follow the law. If any parent has concerns about the safety of a child, the DCFS reporting hotline is: 1-800-ABUSE.

## Child Custody

### Guardianship of a Student

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the **Office of Legal Services (312-534-8239)** should be contacted immediately to discuss the situation.

### Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. When confronted with this issue, the principal is to contact the **Regional Director** or the **Office of Legal Services** immediately.

Likewise, a grandparent or stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

### Release of a Child to Non-Custodial Parent

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

The school should never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement should be contacted.

Generally, in situations where there are concerns regarding the release of a child to a non-custodial parent, it is best to contact the Regional Director and/or the Archdiocesan Office of Legal Services.

## **Parent-Teacher Conferences/Communication with the School**

In the absence of a court order, a school should provide the non-custodial parent the opportunity for a parent-teacher conference. The conference should be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child should also be provided to the non-custodial parent in a timely fashion.

## **HEALTH & WELLNESS**

### **Wellness Policy**

St. Stan's is committed to providing a learning environment that supports, promotes, and models good nutrition and active lifestyle. We recognize the relationship between good nutrition, physical activity and the capacity of students to develop and learn. Therefore, we have implemented the following health-promoting policies in compliance with the goals for student wellness established by the Archdiocese of Chicago.

#### *School Lunches*

- St. Stan's participates in the National School Lunch Program. All lunches provided by the school must meet USDA regulations (e.g., a variety of fruits and vegetables, low-fat dairy products, whole grain food)
- Food Service Professionals (FSP) plans and coordinates our hot lunch program. Parents order and pay for lunches in advance. Nutritional and allergen information for these meals are available at [www.fspro.com/nutrition](http://www.fspro.com/nutrition)
- All food service personnel have pre-service training.
- **Parents are expected to provide healthy lunches for their children. To remain consistent with our commitment to promoting healthy behaviors, soda, candy and junk food are discouraged. In addition, all fast food/restaurant food deliveries/drop off to the school are not allowed.**

#### *Food and Beverages at School*

- In order to stay hydrated during the hot weather and to maximize their learning potential, students are encouraged to bring a water bottle to keep in the classroom.
- Faculty and staff are discouraged from using food and candy as rewards.
- Foods and beverages are not being withheld as a punishment.
- Upon consultation with and approval by the principal, occasional sweet treats and foods that do not meet all dietary guidelines may be served or sold at school events and activities.
- For classroom parties (Halloween, Christmas, Valentine's, and Easter), receptions and all school gatherings, if treats are being served, fruits and vegetables must also be an option. In

keeping with efforts to provide a healthy environment, small portions are encouraged at all times.

### *Snacks/Treats*

- Students ONLY in PK through Kindergarten have a mid-morning snack. Snacks should come from the approved snack list and should be nut-free (see Early Childhood Handbook).
- If a treat is sent in to celebrate a child's birthday, it must be a pre-packaged. Regular size cupcakes are not permitted. Instead, families can send in mini cupcakes, oatmeal cookies, fruit kabobs, etc. (See under birthday treats/celebrations)

### *Physical Activity*

- All students participate in weekly physical education classes and daily supervised recess.
- Standard practice: Participation in recess or physical education class is not withheld as punishment. On occasional circumstances when needed, teacher or administrators may require students to sit out for a period of time from recess or PE classes.
- Students are encouraged to participate in school-sponsored extracurricular activities and sports.

### *Implementation*

- The principal is responsible for monitoring the overall implementation of St. Stan's Wellness Policy.
- All faculty, staff, and parents share responsibility for implementing this policy in classrooms and at student activities and events.
- School faculty and staff and parents are encouraged to model healthy eating and physical activity as a valuable part of daily life.
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## **Hot Lunch Program**

Our school participates in the Archdiocese of Chicago Hot Lunch Program (FSP). Monthly order forms are sent home in the Thursday Family Folder. Order forms are due back one week later in the office with the correct payment. All meals are prepared on site and adhere to USDA guidelines.

Applications for free and reduced lunches are available during payment days. If a family does not qualify for free or reduced lunch, the cost of lunch is \$3.40 per day for the 2019-2020 school year.

Children who do not participate in the Hot Lunch Program are to bring a bag lunch from home. Milk can be purchased at a cost of 50 cents throughout the year for students who bring lunch from home. Glass bottles or breakable items may not be sent to school as part of the bagged lunch. Parents are encouraged to provide healthy lunches. *Parents may not bring in lunches for students that are purchased at fast food restaurants. (Please see Wellness Policy above.)*

If a parent needs to drop off a lunch, it must be brought to the main office. Please Do Not drop off a lunch to your child's classroom or the lunchroom. This policy ensures disruptions to classrooms instruction are minimal and the lunch will be given to the person.

On rare occasions, if your child forgets his/her lunch, the school will provide a lunch.

## **Immunizations, Injury, & Medications**

**Immunization:** The health of your child is very important to us. To ensure that your child complies with the regulations passed by the Illinois Board of Health and the Illinois Board of Education, the following is required:

1. A physical examination complete with required immunizations for all new students as well as those entering grades K and 6.
2. Dental examinations are required for the students entering in grades K, 2, and 6.
3. Students entering K are required to have proof of a vision screening.
4. A child will be excluded from school if a record of these required immunizations is not on file in the school office by October 1. Medical, dental, and vision forms can be obtained from the school office or via our website.

**Exemption to Immunizations:** Beginning October 16, 2015, any parent or legal guardian requesting a religious exemption to immunizations or examinations must complete the IL Certificate of Religious Exemption. A separate form must be used for each child. This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions (Public Act 099-0249 enacted August 3, 2015).

**Injury:** In the case of injury where medical treatment is necessary, the parents will be contacted. If parents or emergency contacts are not available, the child will be taken to an emergency facility. We need to be informed of changes in work and home phone numbers as they occur in case of emergency. Information regarding any chronic illness (asthma, diabetes, etc.) requiring attention during school hours should be on file in the school office.

All injured students requiring medical attention will have an *Accident Report Form* sent to Gallagher-Bassett Insurance Company. The main office will handle the filing of this report.

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

The following instructions regarding medication are written to comply with the Office of Catholic Schools:

1. No school staff member may dispense medication of any kind, including non-prescription drugs such as a pain reliever, without written authorization from the parent.
2. No student may take prescribed medication on school property without written authorization from both the student's doctor and parent. Forms for this purpose are available in the school office.

3. All prescribed medication must be brought to the school office by a parent with appropriate authorization. Students may not carry any type of medication around with them in school.
4. Any student needing to take non-prescription medication of any kind at school should bring his/her medication and the parent authorization, including detailed instructions, to the school office. Parents should inform the teacher with a note or voice mail.
5. All authorized medication must be taken in the presence of two office personnel.

## Insurance

Students participating in our sports program(s) must have proof of insurance.

## Student Mental Health

Students' mental health is just as important as their physical well-being and academic achievement. On occasion, the school may contact the parent regarding concerns that have arisen. These concerns could stem from:

- Student reported troubling activity (online or in class)
- Student behavior interferes with his/her ability to participate in or benefit from services, activities, or privileges provided by the school.
- Student behavior interferes with his/her academic performance.

If student behavior is determined by the school administration to be a cause for concern, the parent must submit official documentation verifying that their child has been seen by a licensed and qualified mental health professional and that their child is not a threat to him/herself or others.

## Asthma Guidelines

Asthma is the most common chronic condition of childhood. Comprehensive, individualized asthma education focuses on improving medical management which means recognizing and responding to attacks and medication.

**A Doctor's signature is no longer required for a student to carry and self-administer asthma inhaler in school. Only parent permission and prescription label are necessary.**

Section 5. (105 ILCS 5/22-30) The School Code is amended by changing Section 22-30 as follows:  
Section 22-30. **Self-administration of medication.**

- In this section: "Asthma inhaler" means a quick reliever asthma inhaler.
- "**Epinephrine auto-injector**" means a medicine, prescribed by 1) a physician licensed to practice medicine in all its branches, 2) a physician assistant who has been delegated the authority to prescribe asthma medications by his or her supervising physician, or 3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that delegates the authority to prescribe asthma medications, for a pupil that pertains to the pupil's asthma and that has an individual prescription label.
- "**Self-administration**" means a pupil's discretionary use of and ability to carry his or her prescribed asthma medication.

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- the parents or guardians of the pupil provide to the school written authorization from the parents or guardians for the self-administration of medication or
- for use of an epinephrine auto-injector, written authorization from the pupil's physician, physician assistant, or advanced practice registered nurse; and
- the parents or guardians of the pupil provide to the school:
  - the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered, or
  - for use of an epinephrine auto-injector, a written statement from the pupil's physician, physician assistant, or advanced practice registered nurse containing the following information:
    1. the name and purpose of the epinephrine auto-injector
    2. the prescribed dosage; and
    3. the time or times at which or the special circumstances under which the epinephrine auto-injector is to be administered.

The information provided shall be kept on file in the office of the school nurse or, in the absence of a school nurse, the school's administrator.

**AUTHORIZATION FOR SELF-ADMINISTRATION OF ASTHMA MEDICATION**

I/WE \_\_\_\_\_, parent(s) and/or guardian(s) of \_\_\_\_\_,  
(Please PRINT) (Please PRINT)

a student at \_\_\_\_\_ School, hereby request and authorize the School to  
{Please PRINT}

permit my/our child to self-administer asthma medication as prescribed by our child's physician, physician assistant, or advanced practice registered nurse.  
\_\_\_\_\_ **Parent/Guardian written permission and prescription label must be received by the school. Date:**

I/WE further acknowledge that this nonpublic school is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by the student regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or an advanced practice registered nurse. As parent(s) or guardian(s), I/WE indemnify and hold harmless this nonpublic school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication or use of an epinephrine auto-injector by the student regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or an advanced practice registered nurse.

I/WE understand that any abuse of this right by the student or endangerment of another student or students by means of the student's possession of this medication may result in appropriate disciplinary action.

**The permission for self-administration of medication or use of an epinephrine auto-injector is effective for the school year for which it is printed and shall be renewed each subsequent school year upon fulfillment of the requirements of section ILCS 5/22-30 of the Illinois School Code.**

Provided the above requirements are met, a student with asthma may possess and use his or her medication or a student may possess and use his or her auto-injector while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, in before or after care on school-operated property.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**The completed form is to be filed in the student's Health file in the school.  
Copies of both pages should be given to the parent/guardian.**

## Allergies

Parents/Guardians shall notify the school in writing of any diagnosed allergies. For serious allergies, the Principal (or designee) shall meet with the Parent/Guardian to develop a written set of procedures, as well as an Allergy Emergency Action Plan, to ensure a safe environment for the child. School personnel may administer epinephrine auto-injectors ("epipens") with the approval of the parent/guardian, and with proper authorization from the Principal and training.

St. Stan's recognizes that food allergies are a growing concern in American society. Faculty, staff and administration also realize that any food could cause a potentially fatal anaphylactic reaction, and not all children experiencing anaphylaxis have been previously diagnosed with a life-threatening food allergy. The health, safety, and inclusion of all children is important.

Avoiding food-allergic reactions requires the committed efforts of parents, students, teachers and administration. While it is impossible to guarantee an allergen-free environment, St. Stan's policy provides a framework for partnering with all families to build a safe, loving, and supportive environment for children suffering from life-threatening food allergies and their classmates.

The following precautions are in place at St. Stan's:

- Every family is required to fill out a Medical Alert at the beginning of every year and indicate any allergies or health concerns.
- Up-to-date medication is to be provided to the school, preferably a supply for the school office and another for the classroom.
- Students with food allergies are encouraged to wear medical identification bracelets or shoe tags.
- St. Stan's encourages a "no sharing" policy to discourage all students from sharing food with one another.
- Procedures are in place to attend to the cleanliness of the classrooms and lunch room, including wiping down desks before and after food is consumed and having all children wash their hands or use wipes before or after eating.
- Since students are not bringing in their own individual snacks, but rather snacks are shared with the entire class, snacks should be nut free. An approved list of snacks can be found in our Early Childhood Handbook.
- We encourage families with children having food allergies to bring approved lunches and snacks from home and to maintain a student-specific box of approved treats in their homeroom.
- For students wanting a dedicated allergen-aware table in the lunchroom, designated lunchroom space can be made available.

Circumstances can vary for any student with a diagnosed food allergy. Faculty and staff work with students, teachers, and families and their physicians to address accommodations that consider the health and well-being of all St. Stan's students.

## **EpiPen Guidelines**

Illinois law allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (**EpiPens**) for students who have forgotten their EpiPen at home or who do not have a current known allergy. **Schools are not required to maintain extra EpiPens; however, without an emergency supply, dialing 911 is the only option school personnel have if a student forgets his/her EpiPen and has an anaphylactic or a first-time reaction.** Any delay in administering epinephrine can be fatal.

If a school keeps EpiPens available for use in case of emergency, the school must first have trained personnel available to administer the Epi-Pens. **“Trained personnel” is defined in the law as either a school nurse or one or more employees who have received training in:**

- **recognition of anaphylaxis symptoms;**
- **standards and procedures for the storage and emergency use of Epi-Pens;**
- **instruction and certification in CPR; and**
- **emergency follow-up procedures.**

The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. In August of 2012, the Physician's Toolkit was developed by the Office of the Attorney General and the Director of the Department of Public Health in Illinois which assists physicians with an explanation of the Emergency Epinephrine Act, a standardized standing order and prescription form with additional resources that may be provided to school nurses and trained personnel. Once the nonpublic school has a prescription, it may take the prescription to be filled at any pharmacy.

Schools must maintain the supply of emergency epinephrine auto-injectors in a secured, locked location. The Emergency Supply of epinephrine may be used under three circumstances:

- 1. Administration of an epinephrine auto-injector to a student, with an unknown allergy, having a first-time anaphylactic reaction.**
- 2. Self-administration of an epinephrine auto-injector by a student with a known allergy who has forgotten his or her auto-injector or it is otherwise unavailable.**
- 3. Administration of an epinephrine auto-injector to a student with a known allergy having an anaphylactic reaction that meets the student's prescription on file.**

**Only the school nurse or trained school personnel can administer the Epi-Pen in the event of an emergency.**

Each local school must publish its **School Food Allergy Procedures** which

- designate the person(s) who will provide training for the trained school personnel;
- designate the medical director of the local health department from whom the school obtains the Epi-Pen prescription and/or the licensed physician in the state of Illinois who prescribed epinephrine auto-injectors in the name of the nonpublic school to be maintained for use when necessary;

- identifies the school employee who will obtain the prescription;
- states the location in the school where the Epi-Pens are stored; and
- states the school must have an emergency action plan and treatment authorization which includes a physician’s report and recommended actions medically necessary for students with severe allergies.

If accepting a student with a life-threatening allergy, the principal should take proper steps to inform all personnel of the allergy, how to identify and avoid allergic reactions, and what to do in the case of a reaction. For management of severe allergies, it is important to take special care in the lunchroom/cafeteria during bake sales, parties/holiday celebrations, field trips and other events that may involve the presence of food.

In the event of an allergic reaction, these general steps should be taken **immediately**:

- The injection of epinephrine if the child is unable to administer it him/herself OR the administration of other medication as directed by a physician on the Medication Authorization Form (i.e., inhalers).
- **Contact emergency medical services immediately regardless of the continuance of symptoms.**
- Contact the parent/guardian to inform them of the student’s reaction.
- Complete the OCS Accident/Incident Report and follow up with the OCS Regional Director within 24 hours.

All students with severe allergies that have been prescribed epinephrine auto injectors (EpiPens) and other emergency medication should carry them in metal-lined pouches or ‘fanny packs’ while in school and there should be an understanding between the parents/guardians with the school administration on who has consent to use the EpiPen if the child is incapable. It is strongly recommended to have a general authorization so any trained school personnel could act in an emergency. **It is considered a reasonable accommodation to have trained staff willing to use an EpiPen in an emergency, as long as a physician’s report states that it is a medical necessity and cannot be self-administered.** All faculty and staff should be trained of the warning signs for an allergic reaction as well as the locations of the school nurse (if applicable) and the trained school personnel.

## Exemption From Liability

Under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur **no liability** for the administration of an EpiPen, provided the school nurse or trained personnel acted in good faith when administering the EpiPen to a student whom he or she believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred.

If a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of the Act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

## Concussions

The State of Illinois has enacted specific requirements for schools when students receive concussion injuries. Schools must follow these requirements.

- OCS Concussion Guidelines

- IESA Concussion Procedures

## Diabetes

### Care of Students With Diabetes Act Guidelines

The State of Illinois enacted the Care of Students with Diabetes Act in December 2010 (the “Care Act”). Under the Care Act, a student cannot be denied access to any school or any school-related activities on the basis that the student has diabetes. This law applies to Catholic schools as well as public schools. The Care Act does the following:

- allows parents/guardians to request assistance with their child’s diabetes management from a “delegated care aide” during the school day and at school-related activities;
- allows capable students to manage their own diabetes care during the school day and at school functions; and
- mandates certain minimum training requirements for all school employees in schools that have a student with diabetes.

### The Diabetes Care Plan

To receive assistance with diabetes management at school, the student’s parent/guardian must submit a “Diabetes Care Plan” to the school. The Diabetes Care Plan is a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities. It identifies the appropriate staff to provide and supervise these activities. The parent/guardian must include the following information in the Diabetes Care Plan, including:

1. the treating health care provider’s instructions concerning the student’s diabetes management during the school day;
2. a copy of the signed prescription and the methods of insulin administration;
3. appropriate safeguards to ensure that syringes and lancets are disposed of properly;
4. requirements for diet, glucose testing, insulin administration, treatment for hypoglycemia, hyperglycemia, and what to do in emergency situations;
5. procedures regarding when a delegated care aide (defined below) must consult with the parent/guardian, school nurse (if available), or health care provider to confirm that an insulin dosage is appropriate; and,
6. the signature of the student’s parent/guardian.

### Student Self-Management

Students must be allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plans. The diabetes care plan should specify the nature of the student’s self-management and may include: allowing the student to check blood glucose levels when and wherever needed; self-administration of insulin; self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including syringes, food and drink.

### Training For All School Employees

The Care Act mandates basic diabetes training for all school employees in any school that has a student with diabetes during the required annual school in-service training which should be completed before the beginning of the school year. School employees shall receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency.

The training requirements of the Care Act also include providing an information sheet to any school employee who transports a student for school-sponsored activities that identifies the student(s) with diabetes, identifies potential emergencies and appropriate responses to such emergencies, and contains emergency contact information.

## The Delegated Aide

A school employee who has agreed to receive training in diabetes care and to assist students in implementing their diabetes care plan is referred to as a “Delegated Care Aide.” To become a Delegated Care Aide, a school employee must enter into a written agreement with the student’s parent/guardian and the school. School employees who agree to serve as Delegated Care Aides must be trained to perform these functions:

- Check blood glucose and record the results.
- Recognize and respond to the symptoms of hypoglycemia and hyperglycemia according to the student’s care plan.
- Estimate the number of carbohydrates in a snack or lunch.
- Administer insulin according to the student’s diabetes care plan.
- Keep the uniform record of glucometer readings and the amount of insulin administered using the standardized *Insulin Administrative Chart* provided by the Illinois State Board of Education.
- Respond in an emergency, including how to administer glucagon and call 911.

It is important to note that the position of Delegated Care Aide is voluntary; no school employee can be compelled to become a Delegated Care Aide. The school is not expected to hire additional personnel to serve in the position of Delegated Care Aide. A school may not take disciplinary action against a school employee who chooses not to serve as a Delegated Care Aide.

## Training of the Delegated Care Aide

Initial training of a delegated care aide shall be provided by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator and individualized by a student’s parent or guardian. Training must be consistent with the guidelines provided by the U.S. Department of Health and Human Services in the guide for school personnel entitled “Helping the Student with Diabetes Succeed.”

Written documentation that the Delegated Care Aide has successfully completed the training for the six functions listed in the section above and is able to perform them independently should be presented to the principal and the school’s Delegated Care Aide by the trainer before the agreement with the

parent/guardian is signed. The training shall be updated when the diabetes care plan is changed and/or at least reviewed annually.

### **Civil Immunity (105 ILCS 145/45)**

- (a) A school or a school employee is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.
  
- (b) A school employee shall not be subject to any disciplinary proceeding resulting from an action taken in compliance with this Act, unless the action constitutes willful or wanton misconduct.



## St. Stanislaus Kostka School Parent/Student Acknowledgement Form

This 2019-2020 parent/student handbook is an important document that must be read and discussed at home. It is expected that you and your child(ren) are familiar and understand the policies and procedures of the school. We understand that you agreed to adhere to these policies and procedures of the school when you registered your child. We ask that you spend some extra time to review all the sections of the handbook and review them with your child(ren).

After you have read the handbook and have reviewed its contents, we ask that you return this page signed to the main office. We must have a signed copy of this letter on file for every family.

Thank you in advance.

Sincerely,

Mrs. Michele Alday-Engelman, Principal

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Our family has read and discussed the St. Stanislaus Kostka School Handbook and we agree to be in full compliance with the outlined policies and procedures.

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

Student Signature (Grades 3-8) \_\_\_\_\_ Gr. \_\_\_\_

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

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