



20 W 145 Davey Road, Lemont, Illinois

(630)783-2220

www.stals-stpats.org

SCHOOL COMMUNITY HANDBOOK

2021-2022

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MISSION STATEMENT

In partnership with families, we provide a strong faith community...

Carrying out the mission of Christ,

Excelling in academics,

Leading by promoting respect, integrity, discipline, and citizenship,

Teaching a foundation of right judgment, values, and confidence needed for a life of success and purpose,

Instilling a commitment to serving others according to Gospel values,

Celebrating our varied cultures, heritage, learning styles, and social backgrounds, and

Sharing the Word of God through prayer, worship, and example.

PHILOSOPHY AND VISION

St. Alphonsus/St. Patrick Catholic School is a direct extension of two Lemont Parishes, following the directive “To Teach as Jesus Did”. Our primary mission is to teach the truth about ourselves and our world based upon scripture, Catholic rituals and tradition, and the enfolding understanding of the revelation of God’s spirit, while building the academic skills and knowledge needed in today’s technological world.

Each child is treated with respect, acknowledging his/her uniqueness and importance in God’s eyes. Our school supports and assists parents in their primary responsibility as role models and educational examples for their children. Parental involvement is valued as families assist our professional faculty and staff in sound educational methods throughout our full curriculum. Our school stands for educational and spiritual excellence and service to others.

ST. ALPHONSUS/ST.PATRICK SCHOOL STAFF

2021-2022

<u>Grade</u>	<u>Teacher</u>	<u>Staff</u>	
Preschool 3	Mrs. Mary Grace Stieber	Pastor	Father Brian Ardagh
Preschool 3 Aide	Mrs. Donna Bourdage	Principal	Mr. Robert Priest
Preschool 4	Mrs. Lisa Horn		
Preschool 4 Aide	Mrs. Donna Gordon		
Kindergarten	Mrs. Mary Kay Fleming		
	Miss Katelyn Peterson		
First	Mrs. Judy Gottardo	Office Manager	Mrs. Sue Cesario
Second	Mrs. Teri Lerch	Office Assistant	Mrs. Terri Riordan
Third	Mrs. Audeen Gloede	Business Manager	Mrs. Candace Alfonso
Fourth	Mrs. Denise Cunningham	Marketing & Development	Mr. Michael Bruno
Fifth	Mrs. Amy Fuller		
Sixth	Mr. Mike Lundberg		
Seventh	Ms. Elizabeth Burke	Morning Care	Mrs. Judy Gottardo
Eighth	Mrs. Hollie O'Hara	Extended Day	Mrs. Carol Strejc
Language Arts 7-8	Mrs. Mary Kennedy		
Science 5-8	Mrs. Hollie O'Hara		
Social Studies 6-8	Mr. Michael Lundberg		
Technology	Mrs. Aimee Batchelor		
Spanish Facilitator	Mrs. Aimee Batchelor	Athletic Director	Mr. Michael Skwarek
Physical Education	Mrs. Denise Bibly		
Art			
Liturgical Music	Mr. Joe Martorano		
Library	Mrs. Mary Hoster	Family School Association (FSA)	
Food Service	Mrs. Terese Turner	Mrs. Tracey Hunt	
Band Director	Mr. Bill Gula		

PROCEDURES/GENERAL INFORMATION

PURPOSE OF HANDBOOK

This handbook explains the policies and general operations of our school based on the teachings of the Catholic Church, the laws of the State of Illinois, the directives of the Office of Catholic Education of the Archdiocese of Chicago and school policies. Statements are necessarily general, and the administration reserves the right to make specific application as circumstances arise.

SCHOOL HOURS (PK-8)

7:30 a.m.	Students may enter the building.
7:45 a.m.	School day begins. Tardy Bell: students need to be in their seats and ready to begin class at this time.
10:40-11:20 a.m.	Lunch/recess for grades K-3.
11:25-12:05	Lunch/recess for grades PK, 4-8
2:10 p.m.	Bus rider dismissal.
2:15 p.m.	Car rider dismissal.

Preschool Hours: Half day: 7:45 a.m. to 11:30 p.m.

Full day: 7:45 a.m. to 2:15 p.m.

SCHOOL OFFICE HOURS ARE 7:30 A.M. TO 3:00 P.M.

CHANGE OF ADDRESS OR PHONE

Parents are asked to notify the school when there is a change of home or business address, telephone number and/or email address. Parents should also notify the school if there is a change in the person listed for emergency calls from school.

EARLY DISMISSAL/LATE ARRIVAL

Students will be considered tardy (must be in their seat ready to begin class) at 7:45 a.m. unless they arrive on the bus. A written note or a phone call must be presented to the office if a student is to be excused early or arrive late. At such time the parent is asked to come to the office to sign the child in or out.

If a child becomes ill or hurt at school, a parent or a person listed on the emergency form will be called. The contacted person must make arrangements for the safe transportation of the student to his/her home. The person who will be picking up the child should report to the office.

EMERGENCY CLOSING INFORMATION

We will follow the procedures listed below in the event of school closing:

- The decision regarding the closing of St. Alphonsus/St. Patrick School will be determined by the administration. This is usually done after consultation with St. Cyril and Methodius principal and personnel from District 113a.
- In the event that it is necessary to close school or to notify parents of any other emergency, the school's "School Messenger" automated system will be put into effect.
- Please make certain that when severe weather is predicted, you listen for and answer early morning phone calls.
- PLEASE DO NOT CALL THE SCHOOL TO SEE IF WE ARE IN SESSION.
- If the weather warrants an **early dismissal** for bus students and car riders, please have your child previously instructed as to what to do, and have that noted on the child's emergency form. It is impossible to let all children call home in the event of an unexpected closing.
- In making plans, do not consider having your child take a different bus, nor can non-bus riders plan to ride the bus. Both are contrary to District 113a bus policy.
- Unless otherwise instructed, walkers will be dismissed early as well.
- Due to weather conditions there may be some mornings that the buses will, of necessity, be late. If the waiting period seems extremely long either presume that the buses cannot travel or call the school office at 630-783-2220 to see if the buses will be coming. In such instances your child should know what you want him/her to do.
- In all cases, if you feel that the weather conditions are too dangerous for you or your child to be on the roads, **please use your discretion.**
- In addition, you may check out the website at www.cancellations.com, or listen to the following radio and TV stations:
WGN....720AM WLS....890AM WLLI....96.7FM WGNTV...Channel 9 WJOL...1340AM
WBBM...B96FM WBBM...780AM WUSN..99.5FM FOXTV....Channel 32

MONEY

All monies sent to school with children should be **enclosed in an envelope with the child's name and grade and labeled with the reason for the dollars** (field trip, missions, donations, etc). Any large amount of money should be sent as a check or money order. Please send the exact amount as the school will not be able to make change. Students should not carry large amounts of money to school. **PLEASE DO NOT COMBINE PAYMENTS FOR SEPARATE ACTIVITIES ON ONE CHECK.**

PARKING

During the school day, visitors should park along Davey Road west of 109th Street. Please refrain from parking in the front parking area at the time of morning arrival and from 1:30 p.m. to 2:30 p.m. as dismissal is taking place. **NEVER** park in the designated fire lane.

SCHOOL ORGANIZATIONS

ATHLETICS

The mission of the St. Alphonsus/St. Patrick School Athletic Program is to promote an opportunity for all children to develop their physical talents, increase self-confidence and self-esteem, and promote the values of sportsmanship and teamwork in a manner that is grounded in our love of Christ and Catholic faith.

The St. Alphonsus/St. Patrick Athletic Program provides an instructional sports program as an extension of the academic and faith-based curriculum. As such, each participating student must follow the policies and procedures set forth in this handbook, as well as the Athletics handbook, to ensure continued participation in the selected activity. All participants will learn the fundamentals and strategies of each sport and be given the opportunity to develop those skills in practice and games.

The Athletic Association and its officers provide a comprehensive and quality athletic program for the students of our school. Fees are charged to participate in the sports program. The Athletic Association Board and coaches meet regularly throughout the year. Again, parent help is essential to the success of our programs.

Attendance at Athletic Events

Spectators are expected to be respectful and show good sportsmanship.

1. Show respect for the opponents at all times.
2. Extend hospitality to opponents and their guests and greet them cordially.
3. Know, understand and appreciate the rules of the game.
4. Maintain self-control at all times.
5. Recognize skill and performance regardless of team affiliation. Show courtesy to the opposing team. Booing is never acceptable behavior.

FAMILY/SCHOOL ASSOCIATION

All parents and guardians of St. Alphonsus/St. Patrick School students are members of the Family School Association (FSA). The purpose is to foster school and family spirit and build a sense of community. This organization is an extremely supportive and dedicated organization whose efforts are continually directed toward the welfare of the school and its children. Meetings are held monthly. All parents are encouraged to participate in activities sponsored by this group. A membership fee is collected annually.

FUNDRAISING

School related fundraising activities take place through the Family/School Association, and School Administration. Since tuition covers less than the cost of a child's education, our school is dependent upon the support of each parish and upon fundraising. We encourage school families to support their parishes financially, and to support our fundraising efforts as much as they are able. Each family's volunteer involvement in our fundraising efforts is necessary to ensure that all the work does not fall upon the shoulders of a few. Therefore, a policy was implemented obligating each family to financially support the school with a predetermined amount which is dependent upon the number of children from a family attending school, as well as, work one designated fundraiser throughout the year.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child/ren from the school or not accept a re-registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child/ren from the school.

Ordinarily, a student is not deprived of a Catholic school education on grounds relating to the actions/attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting;
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastors, the behavior of a parent/guardian seriously interfered with teaching, learning, or a positive school environment, the administrator may:

- Inform the parent/guardians that their right to be present on school grounds is temporarily or permanently suspended;
- Dismiss the child/ren of the parent/guardian temporarily or permanently from St. Alphonsus/St. Patrick School.

PARENT INVOLVEMENT

The St. Alphonsus/St. Patrick School achieves added distinction because both parents and school cooperate in the task of educating students. Parental involvement is part of the St. Alphonsus/St. Patrick tradition, and is the foundation for the “family atmosphere” for which we are known.

PRINCIPAL’S RIGHT TO AMEND HANDBOOK

The Principal reserves the right to amend statements in this Handbook with or without notice. The school will attempt to keep the parent/guardian informed of all changes as soon as practical.

ADMISSIONS AND RECORDS

STATEMENT OF NON-DISCRIMINATION

St. Alphonsus/St. Patrick School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.

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

ADMISSION POLICY

Acceptance of new students shall be in the following order of priority:

- Brothers and sisters of students already attending PK-8
- Children of parishioners not in pre-kindergarten
- Pre-kindergarten attendees –non-parishioners
- Pre-kindergarten attendees – non-Catholics
- Non-Catholics – non-parishioners

Students applying for pre-kindergarten must be 3 or 4 years old before September 1. Students applying for kindergarten must be 5 years old before September 1. An official copy of the child's birth certificate and a copy of the baptismal certificate must be presented to the school with a record of compliance with state health requirements.

Any student attending St. Alphonsus/St. Patrick School must participate in the Catholic religious instruction and school activities related to the Catholic character of our school.

REGISTRATION PROCESS

Re-registration for current families is held in January. During this month, current families are required to pay a re-registration fee that is applied to book fees in August.

Families of children with special needs will be asked to meet with the Principal to determine if the resources of St. Alphonsus/St. Patrick are adequate to provide the best learning environment for the child.

EXTENDED DAY

Extended Day payments must be kept current for students to remain in the Program. After ten days of non-payment, a student will no longer be able to attend the Extended Day Program until payment is made. At the end of the year, all records, including Report Cards, will be withheld until Extended Day accounts are settled.

FINANCIAL AID POLICIES AND PROCEDURES

St. Alphonsus/St. Patrick School recognizes that financing a Catholic School education is a major commitment for families. Therefore, St. Alphonsus/St. Patrick School allocates institutional funds and donor contributions toward a designated fund to offer financial assistance for students in need.

Financial assistance is based solely on need. Financial aid funds are donations given to St. Alphonsus/St. Patrick School from donors who strongly believe in Catholic education, as well as other funding sources. The Support a Celtic Scholarship Committee is made up of individuals outside the school community, the pastors and the principal. The committee convenes as needed to review the requests and determine if a financial assistance award will be granted and what amount the award may be. This determination is based on the amount of available funds, the number of applicants requesting assistance, the need demonstrated by the applicant family and the recommendations of the FACTS Grant and Aid Assessment (FACTS) who reviews the family's application and tax records. Applicants may also provide supplemental documentation to clearly demonstrate the need for assistance. The Support a Celtic Scholarship Committee does not review tax documents.

The following are the procedures for applying for financial assistance.

- In January information regarding the Support a Celtic Scholarship program is promoted through the school newsletter, appropriate marketing material, and information provided by the school office.
- Request from the principal the necessary documents to begin the process. (St. Alphonsus/St. Patrick School application and FACTS application.)
- Return the school application by March 1 and submit the FACTS documentation by March 10. The applicant assumes responsibility for the FACTS administrative cost.
- Once FACTS provides the necessary information the Committee convenes to review all necessary documents and determines if financial assistance will be granted and the amount of the award.
- Letters of notification with financial aid award information will be mailed or emailed to applicant families upon decision of the award.

To be eligible for assistance financial obligations to St. Alphonsus/St. Patrick School must be up to date for the previous/current academic year for current students and/or registration requirements must be fulfilled for new students prior to consideration of a request for financial assistance.

New students must meet all admission criteria and have received an official admission notification of acceptance prior to consideration of a request for financial assistance for the upcoming school year.

For families who have an unexpected need arise mid-year, a special request can be made to convene the committee. If all criteria are met, and funds are still available, the request will be considered.

St. Alphonsus/St. Patrick School's financial assistance awards range from \$50 to a maximum award of 50% tuition assistance per year to any one family. Any award amount will be applied to the tuition for the academic year it is awarded and the remaining tuition due will be divided into twelve monthly payments.

The completion of the financial assistance application is not a binding agreement that assistance is available or will be granted. The School Office will distribute and maintain the records for all financial assistance materials. St. Alphonsus/St. Patrick recipients must re-apply each year and prove eligibility to receive financial assistance each year through the financial aid application and tax record evaluations.

Financial assistance awards are not guaranteed to be given each year, nor are the amounts guaranteed to be given. If a recipient withdraws, the scholarship funds are reallocated to the Support a Celtic fund. Funds are not transferable.

It is our hope always to be able to provide a Catholic education for all those interested in attending St. Alphonsus/St. Patrick School.

PLYLER V DOE

St. Alphonsus/St. Patrick School follows the case law of Plyler v Doe.

TUITION POLICY

The parishes sponsor the School as part of the ministry of education and formation.

The parishes provide a monthly subsidy to the school. Lower tuition rates are afforded to active supporting parishioners. It is expected that active, supporting parishioners attend Mass weekly and contribute to the parish by the use of their weekly envelopes. The following guidelines will be used in assessing the parishioner status.

A quarterly analysis by the parish will determine if active, supporting parishioner status is maintained. The schedule is as follows:

- Parish reviews contributions from June through August.
- If no contributions, then in mid-September a notice is sent to the family.
- Beginning with the October tuition, payments will increase to the Standard Tuition Rate effective until the next review cycle in December.
- Parish reviews contributions from September through November.
- If no contributions, then in mid-December a notice is sent to the family.
- Beginning with the January tuition, payments will increase to the Standard Tuition Rate effective until the next review cycle in April.
- Parish reviews contributions from December through February.
- If no contributions, then in mid-March a notice is sent to the family.
- Beginning with the April tuition, payments will increase to the Standard Tuition Rate effective until the end of the school year.

In the event you do not meet the guidelines of an active, supporting parishioner, you will be billed the difference between the Active Supporting Parishioner Tuition Rate and the Standard Tuition Rate for the next quarter.

Tuition may be paid annually, quarterly or monthly. All payments are due on the day chosen on your SMART Tuition enrollment form. Regarding tuition guidelines please refer to your SMART Tuition information packet as well as corresponding information from the school office. Families

with outstanding tuition at the close of the school year will not receive report cards or be able to register their children for the next school year until all tuition and fees have been paid in full. Transfers will be withheld at all times until all tuition obligations have been paid in full. (This also includes 8th grade high school pre-admit forms.) Families with an eighth grade student must have all fees and tuition paid in full by May 1 in order to participate in graduation activities including class trips. (Note: For additional information about financial obligations, please see section titled, “Fundraising” under “School Organizations”.)

TUITION EXCLUSION POLICY

Without the payment of tuition, a school cannot function. Allowing some families to avoid their obligation is unfair to those families who take their tuition obligation seriously and pay it in full. By enrolling your child(ren) and creating a SMART Tuition account, each family is accepting the responsibility of paying tuition in full. In the event of unforeseen financial circumstances, St. Alphonsus/St. Patrick School is willing to customize a family’s tuition payment plan to assist that family through a difficult period of time. It is the responsibility of the parent/guardian to bring the circumstance to the attention of the principal before payments are missed.

Any family who is two or more months behind in their tuition obligation will be informed that their child(ren) will be excluded from school until accounts are made current.

Please note: St. Alphonsus/St. Patrick School families who are delinquent in tuition could be subject to the following:

- Withholding students from any clubs or sporting activities
- Not releasing year-end report cards
- Cooperating and communicating with other principals regarding transfers of students whose family is in arrears
- Excluding from school those students whose parents are delinquent in their tuition payments
- Not allowing students to participate in graduation activities, including walking in the graduation ceremony

There are two kinds of family situations involving the non-payment of tuition: The first are those families that acknowledge to the school their difficulties, work with the school to make alternative tuition arrangements and live up to their obligations. The second situation is more problematic: these families do not attempt to work with the school to pay the tuition but instead make promises to pay and fail to live up to those promises.

TUITION REFUND POLICY

In the event that a family leaves St. Alphonsus/St. Patrick School before the end of the school year and has prepaid tuition beyond the month that they are leaving, a tuition refund is given for the months the student(s) will not attend school. In the event tuition is not paid beyond the month, the family owes tuition for the months the students(s) attended school. There is no refund of fees paid.

AIDS POLICY

St. Alphonsus/St. Patrick School follows the Archdiocesan policy with regard to students with the AIDS virus. Any student with AIDS will not be denied entrance into school.

ALCOHOLIC BEVERAGES

Consumption of alcoholic beverages at school sponsored events/activities on and off campus where children are present is prohibited.

AMENDMENT TO HANDBOOK

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

ASBESTOS COMPLIANCE

St. Alphonsus/St. Patrick School is in compliance with all regulations of current law regarding asbestos. According to Archdiocesan guidelines, we have been inspected and have received the full report on the “Asbestos Management Plan” for our school from the Raterman Group, Ltd.

ATTENDANCE POLICY

Consistent attendance is key to academic success. Excessive absences jeopardize academic success. In cases of excessive absence, a meeting may be held with Administration to discuss the academic standing of the student.

When a child is absent, they miss important classroom learning that can't be replicated with a worksheet. It is important that your child understand that you take class time as a very important part of the school experience. The only excused absences are illness, death of a family member, or school related functions. All other absences are considered non-excused. Medical and dental appointments are not sufficient reason to warrant an absence or curtailment of school hours and are expected to be made outside of school hours. When a child returns to school after being absent, it is his/her responsibility to get the missed work. Upon return, tests missed on the day of an absence must be made up before or after school or during the child's recess period. In this way, the child doesn't lose more instructional time.

IN CASE OF ABSENCE

It is important for academic success that students be regular and punctual in attendance. If your student is absent, the following procedures are to be followed:

- Parents are asked to call the school office (630)783-2220 before 8:00 a.m. every day of the absence except for extended illness. An answering machine is available before regular office hours for your convenience. This is an extremely important safety check. **Upon returning to school after an absence, the student must bring a note to his/her homeroom teacher stating the date and reason for the absence.**
- Students will receive missed work upon their return to school.
- After an absence of three consecutive days, a doctor's note is required.
- Any student who is absent from school on a given day may not participate in extra-curricular activities on that day.
- A student is considered tardy after 7:45 a.m. unless he/she arrives on a late bus. When our records indicate a pattern of tardiness, the parent will be informed and asked to come to school to discuss solutions.
- The school day is 6 ½ hours. A child missing 3 or more hours of the school day will be marked ½ day absent.

STUDENT EARLY DISMISSAL

When a child leaves early, not only do they lose valuable class time, it is also a disruption to teaching and learning in the class. Since grades 6-8 have set class periods, any student leaving during class time will not take part in that particular class. The student will retrieve their belongings and wait at the front office until he/she is picked up. In this way, no one else is disrupted by the early dismissal. If your child should leave early, it is his/her responsibility to turn in work that was due that day (even for the class/es not attended) and to find out that night what classwork was missed.

TAKE YOUR CHILD to WORK DAY

While we see the value of this experience for students, if the date is a regularly scheduled school day, the child will be recorded as absent for the day. "Take Your Child to Work Day" is not an excused absence.

TARDIES

All students must be seated and ready to begin class at 7:45 a.m. If a student is at his/her locker at or after 7:45 a.m. he/she will be marked tardy. Any student arriving to school after 7:45 a.m. should report to the Main Office for a tardy slip. When a child is late for school a parent must go to the office to sign the child into school. If tardiness is a consistent problem, a meeting may be scheduled with the parents.

Perfect attendance constitutes no absences, early dismissals and/or tardies as determined by the Principal.

Please note that chronic tardiness impacts academic achievement.

VACATIONS

Vacations should be planned only during scheduled school holidays. Because students will be missing valuable instructional time, the school highly discourages vacations during school time. Parents must understand that a child's academic grade may suffer from missing school.

If, despite the school's policy a vacation is planned, a letter from the parent must be sent to the Principal prior to the trip explaining the absence. Parents must also notify the office as well as the homeroom teacher, of the absence.

Teachers are not required to provide assignments before a planned absence (nor are they required to give credit for work or tests missed during a planned absence.) Students are expected to make up assignments, projects, and tests within a reasonable amount of time as determined by the teacher. Tests will not be given prior to a planned absence. It is the parent's responsibility to contact the teacher and make arrangements with the teacher for any missed tests.

When a student is absent from school, he/she is not to participate in any after school activities or athletic events that day or evening unless extenuating circumstances are present. The Principal will make the decisions regarding such circumstances.

COMMUNICATION

COMMUNICATION GUIDELINES

At St. Alphonsus/St. Patrick School, we believe communication between home and school is essential for developing and maintaining working relationships with our parents. We recognize that it is important for parents to know what is happening in their child's classroom. Like all forms of communication, school to home communication (and vice versa) is most effective when a two-way, consistent and valid exchange of information occurs. A mutual partnership between home and school is essential to foster each child's positive learning experience. The responsibility of this communication lies with both the school staff and parents. Parents are encouraged to establish contact with the staff throughout the school year with questions, information, concerns.

There are multiple ways for staff and parents to communicate and to collaborate with each other in the education of our students. We have outlined the various communication tools that are in place at our school:

COMMUNICATION WITH FACULTY, STAFF AND ADMINISTRATION

We welcome communication by phone, letter or e-mail. Every effort is made to respond by the end of the next school day. However, response time may vary with the complexity of the issues and the schedule of the person contacted.

- An issue involving grades or classroom situations should be directed to the teacher as the first contact. If additional discussion or resolution is needed, the parent and/or teacher should contact the Principal.
- No teacher will be connected to a phone call during teaching hours. A message/voicemail may be left for the teacher.

EMERGENCY MESSAGES TO STUDENTS DURING SCHOOL HOURS

For emergency situations, transportation messages or extended day related issues, parents are to leave a verbal message with the office staff, who will contact the teacher/student to relay the message immediately. During school hours, the office staff will take a message for emergency situations only.

GENERAL SCHOOL COMMUNICATION

eThursday and Thursday envelopes will be available each Thursday. Included will be announcements and information regarding school-wide events. Individual classroom information may also be available on the school website. eThursday information will be sent to all email addresses which have been provided to the school.

eThursday Submission Guidelines

- When sending documents to be added to the eThursday, please follow the guidelines listed below. Documents that do not follow these guidelines will not be added to the eThursday. All documents are subject to administrative approval prior to adding them to the eThursday.
- All documents must be emailed to the Office Manager at schooloffice@stals-stpats.org each week by Wednesday at noon.
- All documents must be sent in MS Word or Publisher.
- Any document sent in a PDF format will need to be re-submitted in MS Word or Publisher.

PROGRESS REPORTS

To ensure productive communications between home and school, teachers will periodically contact parents regarding scholastic progress of their child in relation to ability, effort and character development. This will be provided through parent-teacher conferences, special consultations, and trimester report cards. Parents who desire a special consultation with a teacher are asked to call or send a note in advance in order to insure adequate time is provided.

CRISIS MANAGEMENT

The school has a plan for dealing with all categories of crisis including, but not limited to, natural disaster, environmental or building disaster, and disruption of human life. At all times, the safety and security of students and staff are the primary concerns.

CURRICULUM and GRADING SCALE

The curriculum of St. Alphonsus/St. Patrick School embodies all those courses of study necessary to fulfill the requirements of an elementary education (eighth grade diploma) and to prepare the students with the proper academic foundation to enter secondary schools and compete favorably with other students. This school does not offer classes in Special Education, however classroom accommodations are utilized for students with moderate special needs.

CORE CURRICULUM

The subjects included in the core curriculum at St. Alphonsus/St. Patrick School are: Religion, English, Social Studies, Math, Science, Literature/Reading, Spelling/Vocabulary. Other required courses are Technology, Physical Education, Fine Arts, and Spanish (grades 2-8).

FOREIGN LANGUAGE STUDIES

Spanish is a part of the language arts curriculum in grades 2 to 8.

RELIGION/HUMAN DEVELOPMENT

St. Alphonsus/St. Patrick School enthusiastically attempts to aid parents in the faith formation of their children. Therefore, religion is the very heart of our school, and is presented not only as a course of study to be learned but as a precious reality to be lived. Formal preparation for receiving the sacraments is provided through the religion course of study. However, actual reception of the Sacraments of Reconciliation, Eucharist, and Confirmation takes place through the parish structure.

According to Archdiocesan guidelines, a course in Human Development is part of the regular curriculum of the school. AIDS education is included in this course.

SPIRITUAL FORMATION

In addition to the faith development provided in our religion curriculum, St. Alphonsus/St. Patrick School provides daily opportunities for prayer, celebration of Liturgy, reception of the Sacrament of Reconciliation, seasonal services and many other opportunities. You are encouraged to participate in school liturgies, to unite your child at these celebrations, and to be an active part of building a Faith Community.

The school builds upon the faith foundation received at home. It is essential that the family celebrate the Liturgy as a family at Sunday Mass in the parish.

The school prepares children for the Sacrament of Reconciliation and the reception of Eucharist as part of the second grade religion program. The school also prepares children for the Sacrament of Confirmation as part of the eighth grade religion curriculum. Programs are planned which call for parental participation and involvement. It is imperative that parents attend these Sacramental Preparation Sessions in their respective parishes.

HONOR ROLL BY TRIMESTER

HIGH HONOR ROLL QUALIFICATION: A student must earn a grade point average of 3.7 and an A or B in each of the six core classes (Religion, Reading, English, Social Studies, Math and Science) and the student must not have any Ds or Us in any class.

ACADEMIC HONOR ROLL QUALIFICATION: A student must earn a grade point average of 3.0 and an A or B in each of the core classes and no Ds or Us in any class.

HOMEWORK/CLASS ASSIGNMENT

Homework assignments reinforce classroom learning. Students are expected to carefully complete homework assignments. Homework is included in the child's grade. Students who do not meet these expectations will be assigned consequences. A student will derive greater benefit from this exercise if parents display interest and encouragement and provide him/her with an assigned time and place to study. Homework policies are appropriately determined at the grade level. Check with your child's teacher for the specific homework/assignment policy for his or her grade. Though parental support for homework is expected, the student is ultimately responsible for homework assignments. Coming to school with completed homework shows responsibility for one's own education. If parents have a question about the time or effort needed for home study, they are asked to contact the teacher at school for clarification. Cheating may affect the student's Honor Roll status and membership in the National Junior Honor Society.

ACADEMIC DISHONESTY

Academic dishonesty and cheating is contrary to expected behavior at St. Alphonsus/St. Patrick School and violates our Christian values as well as basic rules of academic honesty. Any student who cheats or plagiarizes any material should expect to find their conduct reflected in their grade (may include "F" or "0"). The parent will be contacted, and other consequences may be given.

PROMOTION / RETENTION

Children are promoted to the next grade on the basis of effort, achievement, personal growth and academic ability. Retention is a serious step, taken only after many other efforts to assist the student academically have not resulted in the expected academic progress. The teacher will notify the administration and the parents of any student in danger of retention due to poor academic progress before the end of the third quarter. The retention of any student must be approved by parents, school administration and the Archdiocese of Chicago.

Students with special needs will be referred to the public school for testing and placed in appropriate programs as needed and where offered.

STANDARDIZED TESTING

St. Alphonsus/St. Patrick School participates in the Standardized Testing Program mandated by the Archdiocese of Chicago. The ACT ASPIRE Tests are administered during specified dates as indicated on the School Calendar to Grades 3, 4, 5, 6, 7, and 8. If for any reason a student misses taking a standardized test, the ACT ASPIRE tests may be made up by students with permission of the administration. Current policy from the Office of Catholic Schools (Archdiocesan-wide) requires that all eighth graders take the ACT ASPIRE test. Tests will not be made up if a parent chooses to take a student on vacation during the designated testing dates. The results of these tests are used to form curriculum development and instructional planning.

GRADING SCALE

The grading scale below is used for the core subject areas in grades 2-8. It is also used for technology classes for grades 4-8, Spanish classes for grades 6-8, art classes for grades 6-8 and physical education classes for grades 6-8.

A+....99-100	B+....91-92	C+....83-84	D+....75-76
A.....95-98	B.....87-90	C.....79-82	D.....71-74
A-.....93-94	B-.....85-86	C-.....77-78	D-.....69-70

LOWER THAN 68.....U I = Incomplete.

Developmental Grading Scale

The Developmental Grading Scale is used for PreK, kindergarten and first grade in the core subject areas.

Mastered – Consistently demonstrates:	85-100	Not Yet- Rarely/Never demonstrates
Successful – Frequently demonstrates:	77-84	Not evaluated
Emerging – Occasionally demonstrates:	69-76	

Not Graded Scale

This grading scale is used for music (grades K-4), Spanish (grades 2-5), physical education (grades preK-5, and Computer Tech (grades preK-3).

S = 85-100	Satisfactory	N = 69-76	Needs improvement
I = 77-84	Improving	U = 0-68	Unsatisfactory

ACADEMIC ELIGIBILITY FOR ATHLETICS

St. Alphonsus/St. Patrick School firmly believes that participation in the athletic program contributes to the total development of the student. Students gain many positive benefits from this program and are encouraged to become involved. However, students and parents must understand that participation in this activity is a privilege and can be lost if certain conditions are not met.

To be eligible to participate in the athletic extra-curricular program:

1. Appropriate conduct must be maintained. Persistent and/or serious misbehavior and disrespect will result in suspension and when circumstances warrant expulsion from the program.
2. A review of the students' academic progress will be ongoing throughout the trimester by Core Subject area teachers. If a student falls below a 70% average in a core subject, he/she will be put on probationary athletic status and have two weeks to improve their average and regain full eligibility.
3. Students who receive a deficiency notice for academic performance in any core subject or for misbehavior in any subject will be considered on probation for two weeks as a warning to improve. The student will be temporarily suspended from both practice and games until such time as grades or behavior improve. During this probationary period the student **may not** participate in practices and games. It is **strongly recommended** that the student not attend practice or games (just to watch) since their time away from the sport should be devoted to their school work so their progress improves. After one week of not practicing or playing in games if steady improvement is noted, the student may return to program participation.
4. Students on probationary status will be reviewed on an ongoing basis by their core subject area teachers to insure that efforts toward improvement are being made. If students do not demonstrate improvement, they will be ineligible to play.
5. Coaches will be notified of the ineligibility status by the principal or the Athletic Director.

ACADEMIC POLICY GRADE EIGHT GRADUATION REQUIREMENTS

In the eighth grade, a student who fails two or more trimesters of a core curriculum subject area must satisfactorily repeat the content of said trimesters before a diploma is issued. Remediation of said content will be, but is not limited to: before or after school assistance, extra credit assignments, assignment contracts, modified course work, outside tutoring, or summer school. Both the program and program criteria must be discussed with the content area teacher and the principal prior to beginning remediation. Issuance of a diploma will be contingent upon reassessment of student after completion of the agreed upon program.

All students must pass the Illinois State Constitution and Federal Constitution Tests.

CUSTODY ISSUES

PARENT: A parent is either the natural parent of a child, a court appointed guardian, a foster parent of a child, or an individual acting as a parent in the absence of a natural parent. Because St. Alphonsus/St. Patrick School assumes responsibility for children in the school, it is important that we are notified of any court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. Both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

St. Alphonsus/St. Patrick School abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regards to parents' rights of access to their child's school records and permits parents to inspect and review their child's school records. In order to review the child's permanent education records, parents are asked to submit a written request to the principal.

In the case of non-custodial parents, the school will provide such parents with access to the school records and other information pertaining to the child, including medical, dental, child care, other school records, and monthly newsletters/calendar from the principal unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DIRECTORY INFORMATION

The following information of St. Alphonsus/St. Patrick students is considered Directory Information: legal name, address, telephone number, birthday, place of birth, participation in school activities, dates of attendance, awards received, and student photographs. This type of information may be used in yearbooks, honor rolls, school directories, and other publications. Student photographs may appear on the school website, but last names will never be included. If a parent does not wish this information released, notification must be filed at the office at the beginning of the school year.

SCHOOL DIRECTORY

The School Directory is published each year. It contains family name, parish, children's names and grade, phone number, and email address. Parents may request not to have this information in the directory. Information in this directory **may not** be used by individual parents to disseminate information not pertaining to school.

DISCIPLINE

At St. Alphonsus/St. Patrick School, we understand that discipline is a process by which teachers, administrators, and parents enable our children to be self-disciplined and to make behavior choices consistent with our core Catholic values. Occasions of discipline are to be seen as times of growth, of viewing alternatives, and of accepting personal responsibility for one's actions. By using these guidelines and working together, we will be able to uphold these values and create a safe, fair, consistent, and Christian community where children can grow, learn, and play.

Each person at St. Alphonsus/St. Patrick School is expected to treat every person with dignity and respect. Staff and students all work together to help every person in the school to reach his or her fullest potential and deepen his or her faith. Any behavior or action that interferes with another

person's growth or the student's own growth is not tolerated. Students are encouraged to look at the school's Mission Statement, "We are Celtics", and should problems occur, look at their own behavior and decide if they are following the school's mission. There is an expectation that as the age of the student increases, the responsibility and consequences for one's action increase as well. Everyone in the school is encouraged to be committed to the development of love of God and neighbor, respect for himself or herself and others, respect for property, and growth in the virtues of truth, justice, honesty and morality.

The support of the entire school community – both parishes, school parents, staff and students – fosters the spiritual, intellectual, social and emotional growth of the students. The school is an entity outside of the home that has its own purpose, plan, policies and rules. We believe that in order for our students to meet the challenges presented by our society, the development of self-discipline and individual responsibility are essential. Students are expected to respect the requirements of the school, even if those requirements may, of necessity, be different or more stringent than home rules. Most students easily meet these expectations. They are more successful in school because these behaviors have been learned at home and practiced in school.

Students at St. Alphonsus/St. Patrick School play an integral role in promoting and maintaining a disciplined school environment. Students are expected to:

- Learn how to manage and control their own behavior.
- Be kind, courteous, and respectful to all members of the St. Alphonsus/St. Patrick Community.
- Follow each teacher's classroom rules and school rules, including those for the lunchroom, bus, halls and school grounds.
- Listen to teachers', supervisors', staff's, and administrators' directives.
- Follow through on consequences set forth as a result of not following rules or directives.
- Show care for the school environment.
- Utilize problem-solving strategies when conflicts arise with others.
- Be truthful.

In order to promote an atmosphere conducive to learning and to maintain a safe learning environment, the students are expected to comply with behavioral guidelines and will be held accountable for any behavior that is non-compatible with the mission and philosophy of St. Alphonsus/St. Patrick School. Parental permission is not necessary for school administration to immediately address any school-related issue involving any child.

Listed below are some general rules of conduct for our students:

- Keep hands, feet and objects to self
- Arrive to school and classes on time and be prepared for class with appropriate materials and textbooks
- Be in compliance with the uniform/dress code
- Respect all physical property of the school and that of others
- Walk in an orderly and quiet manner to all classes and school activities
- Promote an environment free of weapons (or any item that could be construed as a weapon),
- Refrain from illegal drugs, controlled substances, or alcohol

- Refrain from inciting or participating in acts of aggression, bullying, harassment, meanness, threats (written, verbal, electronic), vandalism, theft, or any gang/group related activities. Any such behavior must be brought to the attention of an adult.
- Use non-aggressive methods to resolve conflicts

At all times, whether in school, at an assembly, in Morning Care/Extended Day, on a school bus, at a school bus stop, at an athletic event, field trip or school sponsored event, and on-line (internet), good manners, courtesy and respectful behavior is expected. There are two specific scheduled times of the school day that necessitate specific rules: the lunchroom and the school recess/playground.

Some general **lunchroom** rules are:

- Walk in an orderly and quiet manner to and from the lunchroom
- Remain in designated area
- Treat all adults with respect by following directions the first time they are given
- Behave appropriately and use good manners when eating
- Talk softly to those seated around you
- Clean up all trash/food on, under and around one's eating area
- Remain seated and raise hand when needing assistance or needing to be excused
- Remain seated until directed to line up orderly for recess or class
- Maintain the cleanliness of the washroom and the proper use of everything in the facility

Some general **recess/playground** rules are:

- Keep hands, feet and other objects to oneself
- Use equipment in an appropriate and safe manner
- Play in a safe and respectful manner
- Treat all adults with respect by following directions the first time they are given
- Seek out an adult to help solve disagreements
- Remain in the designated play area at all times
- Refrain from name calling, rough play, fighting (including play fighting), piling, shoving, pushing, pulling down or jumping on other students
- Stop playing when the end of recess is called and line up promptly and orderly
- Request the assistance of an adult when there is a need to go into the school building

Violation of the above rules will result in disciplinary action. St. Alphonsus/St. Patrick School discipline will be administered in a fair, firm and consistent manner taking into consideration the severity of the offense. The noncompliant behavior determines the consequence appropriate to the grade level of the child as determined by the teacher, adult in charge or school administration. Students who do not meet these expectations will be assigned consequences of various levels to encourage them to change their behavior.

Classroom teachers set standards for classroom behavior, and students are expected to follow those standards and procedures.

Bus rules must be followed by all students. These rules include but are not limited to:

- The bus driver and students must be respected at all times.
- Students must remain in their seats at all times.
- Fighting or use of improper language will not be tolerated.
- Bus property and that of other students must be respected at all times.
- Eating on the bus is not permitted at any time.
- No student may ride another student's bus.

When safety rules are not observed, the following procedures will be followed:

The bus driver will report the infraction to District 113a's transportation director and a written report will then be sent to our school. When a student receives a report, the student will meet with the principal and a copy of the report will be sent home with the student. Parents will be asked to discuss the matter with the child, sign the report and return it to school the next day. A consequence for the violation may consist of a recess detention or an after school detention. If an offense is deemed serious by the principal, a student may be given a suspension from the bus for a given period of time. If a student continues to misbehave on the bus, he or she will lose all riding privileges for a period of time or the remainder of the school year. While misbehaviors are usually handled by the individual staff member or adult in charge of the student, they may require the intervention of other school personnel. Examples of consequences are, but not limited to:

In general, the following consequences are available to administration and teachers

- Verbal reprimand
- Redirection
- Natural Consequences
- Time-Out
- Phone call to parent
- Discipline Report
- Detention
- Principal/student conference and warning
- Suspension of privileges
- Principal/teacher/parent/student conference
- Probation
- In-School Suspension
- Out-of-School suspension
- Report filed with local Police when the school is required to do so
- Expulsion

Records of student discipline will be kept.

These consequences are not necessarily sequential. Some infractions/violations may necessitate more than one consequence. Serious violations/infractions of school rules may result in an automatic in-school or out-of-school suspension. Serious violations include but are not limited to:

- Fights
- Acts of aggression resulting in physical harm or property damage
- Vandalism
- Theft
- Bullying, meanness, harassment or threats (written, verbal, electronic)
- Gang/group/crowd-related activities
- Alcohol or drug possession or use
- Truancy
- Disrespect and/or disobedience toward a staff member or adult in charge
- Intent to inflict bodily harm, fighting, tormenting, or inappropriate touching of another student
- Possession or use of alcohol, cigarettes, matches, lighters of any type, drugs, weapons (or anything that may be construed as a weapon), bombs, or pornographic or offensive material
- Use of vulgar or obscene language which is oral, written or texted, or represented by gestures
- Setting false fire alarms or bomb threats
- Leaving a school room, school premises, or school functions during school hours without permission
- Displaying and/or wearing gang/cult signs, inappropriate or offensive messages, symbols or colors

Concurrent with a suspension or repeated offenses, the student may at the Principal's discretion, be excluded from other school-related activities. After a suspension is issued, the child's behavior will be closely monitored. When a child continually lacks respect for others, property or school regulations, the parents/guardians will be notified that the child cannot remain at St. Alphonsus/St. Patrick School.

Since it is impossible to anticipate all types of inappropriate behavior, the Principal reserves the right to take disciplinary action on conduct not specifically listed or covered in this handbook. Parental permission is not necessary for school administration to immediately address any school related issue involving any child. The Principal also has the right to restrict any activity, trends or fads that might not be addressed in the handbook.

ARCHDIOCESE OF CHICAGO – BULLYING PREVENTION

The following is a statement from the Archdiocese of Chicago on "Bullying Prevention."

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.

Bullying is:

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

- Occurring on campus or off campus during non-school time,
- 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 or 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 can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

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 or 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 propositioning, 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, at school bus stops waiting for the school bus, or at 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. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

BATTERY AGAINST SCHOOL PERSONNEL

The school will immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel and the school will notify the Illinois State Police within three days of each incident.

DESKS, LOCKERS, PERSONAL AND SCHOOL PROPERTY

Students are discouraged from bringing personal property to school. The classroom teacher may determine if an item is inappropriate for school. In such cases, the teacher will confiscate the item and contact the parent. The parent must come to school to claim the item. The school is not responsible for any loss or damage of personal items brought to school, on field trips, stored in desks, lockers, or classrooms.

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. While desks, lockers and other storage areas are provided to students by the school, the school retains control and access to all desks, lockers and storage areas. Students must maintain their lockers in a neat and orderly condition, with the outer door free of pictures, decorations, etc. Student may not place their own locks from home on a locker at St. Alphonsus/St. Patrick School. Desks must be kept neat. Writing on (or the marking of desks) is not permitted. The school administration and/or faculty reserve the right to inspect any storage area, desk or locker, as well as their contents, at any time, with or without cause and with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control and management of the school. If appropriate, school authorities will request the assistance of law enforcement in conducting the searches. A fine or financial restitution may be levied for lockers, desks, another student's property, and/or any school property that is defaced or damaged.

All property of St. Alphonsus/St. Patrick 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, book bags, purses, or articles of clothing that are left unattended on the school campus.

FINAL REVIEW

The Principal is the final recourse in all disciplinary situations and may waive or reduce any penalties for just cause at his/her discretion after meeting with the teacher, student and parent(s)/guardian(s).

HARASSMENT

The Pastors, administration, and staff of St. Alphonsus/St. Patrick 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 treats 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 is unacceptable. Employees or students who engage in any type of sexual harassment will be subject to the appropriate discipline, including suspension and/or dismissal.

TECHNOLOGY

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

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

WEAPONS

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

- Students shall not carry, possess, or use weapons in school, on buses, 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.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

The principal will immediately notify the local law enforcement agency of firearm incidents at the school.

Parents/guardians of the students involved in the possession of a firearm or a replica firearm on school grounds or on a public way within 1,000 feet shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

ELECTRONICS

Electronic devices are not permitted in school without special permission from a faculty member. This includes eReaders, tablets and iPods. Cell phones must be turned off and kept in backpacks at all times. St. Alphonsus/St. Patrick School is not responsible for electronics or cell phones if lost or stolen. Cell phones found in use during school hours or while attending extra-curricular activities will be confiscated and a parent or guardian will be asked to pick up the item in the school office.

The use of restricted electronic devices during school hours will subject the student to disciplinary action which may include suspension and/or expulsion. (See also guidelines for use of technology.)

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of St. Alphonsus/St. Patrick School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason 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. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

EXTENDED DAY PROGRAM

Extended day care is offered to any student (PK-8) registered at St. Alphonsus/St. Patrick School. The Extended Day Program will begin at the end of the school day and end at 6:00 p.m. Parents interested in utilizing this program may request Extended Day information and Rate Schedule from the office. Parents who think they may use this service at some time during the school year are encouraged to complete a form at the beginning of the year, thereby making their intentions known to the extended day care director. This optional educational program will include time for completion of homework, art/craft activities, outside play when weather permits, some quiet reading time, etc. To use Extended Day service a child must be registered in the program.

EXTRACURRICULAR ACTIVITIES

St. Alphonsus/St. Patrick School sponsors the following extra-curricular activities for various grade levels, as determined by the moderators.

Yearbook (Grades 7 & 8)
Master the Masters (Grades 5-8)
Worship (Grades 5-8)
Chess Club (Grades K-8)
Drama (Grades 5-8)

Volleyball (Grades 5-8)
Engineering Club (Grades 1-6)
Band (Grades 4-8)
Student Council (4-8)
Mission Club (Grades 3-8)

Basketball (Grades 5-8)
Cross Country (Grades 5-8)
Football (Grades 5-8)
Co-Ed Volleyball (Grades 5-8)

Extra-curricular activities provide important learning experiences, as well as opportunities for socialization. Through extra-curricular activities, students explore their interests and develop their individual talents.

Conduct expectations for participation in extra-curricular activities include following the good conduct expected of a St. Alphonsus/St. Patrick student. Any student who is repeatedly disruptive in class, disregards school rules, shows poor sportsmanship, or disobeys a major school rule, will be suspended from extra-curricular activities or school-sponsored trips until he or she demonstrates improvement in his or her conduct.

Students who participate in extra-curricular activities are expected to show personal responsibility and consideration for adult sponsors and fellow students by attending meetings and events faithfully.

ATHLETICS

The mission of the St. Alphonsus/St. Patrick School Athletic Program is to preserve the virtues of teamwork even when different individual personalities come together, each with different talents, attitudes and viewpoints. St. Alphonsus/St. Patrick School recognizes that our Catholic faith calls us to demonstrate our commitment to each other and to our brothers and sisters, and sacrifice for the greater good of the team. As a Catholic community we cannot submit to the principal that certain conduct is acceptable because “others do it”. WE must expect more of ourselves, and be guided by the values and sacrifices of Jesus Christ our Savior, with the realization that there is no greater responsibility from God than protecting the physical and emotional well-being of a child. Through participation in the St. Alphonsus/St. Patrick School Athletic Program, students may develop life-long skills and positive values, including leadership, healthful living habits, self-discipline, integrity, respect for rules and regulations, and the ability to participate with dignity and grace.

Goals of the St. Alphonsus/St. Patrick School Athletic Program

- Promote and encourage the development of Christian values and character such as fairness, cooperation, leadership, and respect for authority and all others;
- Provide all students the opportunity to develop strong, healthy, disciplined minds and bodies;
- Encourage positive attitudes and the goal to try one’s best;
- Develop sportsmanship by teaching the proper attitude toward winning, losing and competing with dignity;
- Teach all students the fundamentals of each sport;
- Develop school spirit and teamwork;
- Provide an enjoyable recreational activity which can be sustained into adulthood.

The following after-school sports are offered for students in grades 5 to 8:

Boys..... basketball, co-ed volleyball, cross-country

Girls.....basketball, volleyball, co-ed volleyball, cross-contry

St. Alphonsus/St. Patrick School firmly believes that participation in the athletic program contributes to the total development of the student. Students gain many positive benefits from this program and are encouraged to become involved. However, students and parents must understand that participation in this activity is a privilege and can be lost if certain conditions are not met.

To be eligible to participate in the athletic extracurricular program:

- Appropriate conduct must be maintained. Persistent and/or serious misbehavior and disrespect will result in suspension from the program.
- A review of the students’ academic progress will be ongoing by Core Subject area teachers. If a student falls below a 70% average in a core subject, he/she will be put on a probationary athletic status and have two weeks to improve their average and regain full eligibility.
- Students who receive a deficiency notice for academic performance in any core subject or for behavior in any subject will be considered on probation for two weeks as a warning to improve. During this probationary period the student **may not** participate in practices and

games. The student will be temporarily suspended from both practice and games until such time as grades or behavior improve. After one week, if steady improvement is noted, the student may return to program participation.

- Students on probationary status will be reviewed on an ongoing basis by their core subject area teachers to insure that efforts toward improvement are being made.
- Coaches will be notified of the ineligibility status by the principal or the Athletic Director.

BAND

Participation in the St. Alphonsus/St. Patrick School Band is available for students in grades 4-8. Students will be expected to observe a regular schedule of practices, and participate in the required Band events.

CLUBS

The following clubs are offered to students as extracurricular activities: Yearbook, Liturgy Choir, Student Council, Worship Commission, Mission Club and Drama Club. Clubs generally meet after school. Information about each club (grade levels, meeting dates, etc.) is distributed in the first weeks of school. Other extra-curricular activities are also offered periodically.

Master the Masters, Engineering Club and Chess Club are activities that are also offered. Instruction and moderators for these activities are provided by “outside resources”. These activities have fees assigned for participation.

FIELD TRIPS

Field trips are an extension of the classroom learning experience. Student dress will be in accordance with the guidelines set by the teacher sponsoring the trip. A student must have a signed permission slip in order to be allowed to go on a trip. A phone call from a parent is not accepted in place of the signed form. An appropriate number of chaperones are selected for each field trip by the teacher organizing the event. Behavioral expectations of field trips are the same as during the school day.

Field trip chaperones are not allowed to bring additional students/siblings on a field trip.

Teachers reserve the right to withhold a field trip from a student who may have an academic or behavioral concern. Those students not attending a class field trip are expected to attend school that day. If they do not, it is considered an absence.

Please note: **Field Trip fees are nonrefundable.**

GUIDELINES FOR SCHOOL RECORDS

PARENT ACCESS TO RECORDS

St. Alphonsus/St. Patrick School maintains academic and health records for each student. Written parental permission is required for a release of records. If a student leaves St. Alphonsus/St. Patrick School, a Release of Records form must be completed and signed by the parent/guardian. Additionally, no records will be sent to the new school without St. Alphonsus/St. Patrick first receiving notification from the new school that the student has been enrolled.

The Archdiocese of Chicago Office of Catholic Education has adopted Guidelines for School Records. These guidelines describe parental/guardian rights to a child's records maintained by the Archdiocese of Chicago Catholic Schools. These rights include:

- Right to inspect: Following local school procedures a parent/guardian has the right to look at all of the child's records maintained in that child's permanent record.
- Right to prevent disclosures: The school will not disclose anything to third parties from a child's records unless (1) parental consent is received in writing prior to the disclosure, or (2) the information is directory information which the parent has not requested to keep confidential, or (3) the request for the information meets one of the limited circumstances described in the guidelines.
- Right to request correction: A parent/guardian has the right to present evidence that the school shall amend any part of that child's record which the parent believes to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, the parent/guardian may insert an explanation into the record.
- A parent or an eligible student who wishes to inspect Education Records shall submit a written request to the student's school principal. This request shall identify as precisely as possible the Education Record or Records he or she wishes to inspect.
- The principal will respond to each request within a reasonable amount of time, not to exceed forty-five (45) days after it is received.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

MEDICAL AND EMERGENCY INFORMATION

EMERGENCY MEDICAL CARE

In the event a student becomes ill, is injured or otherwise needs immediate medical attention that is not contained in the Medical Authorization Form on file with the School Principal or his designee, the Principal or his designee shall attempt to contact the student's parent/guardian utilizing the information provided on the student's Medical Information and Emergency Notification Form. If the student's parent/guardian cannot be contacted, the School Principal or his designee shall attempt to contact the person identified by the parent/guardian as the student's emergency contact. In either event, such contact shall be made to advise of the observed illness or injury or need for medical attention and to obtain further instructions from the student's parent/guardian.

Notwithstanding the foregoing, the School Principal or his designee or other certified school personnel may call State or local emergency medical services before or after attempting to call the student's parent/guardian or emergency contact if, in the exercise of school-related supervision of the student, the student's illness or injury is perceived to be in need of emergency medical care.

All students must have the Archdiocesan Medical Information and Medical Notification Form on file in the school office.

EXCUSES FROM PHYSICAL EDUCATION/RECESS

If a student is not able to participate in an outdoor recess or physical education class due to a medical condition, a note from the attending physician must be presented to the office. Without a written excuse from the physician, all students are expected to participate in daily outdoor recess (weather permitting) and the regularly scheduled physical education class. Children should be properly dressed for outdoor recess every day.

If your child has suffered an injury (i.e. broken arm, leg, concussion, etc) a medical note is required to be excused from taking physical education. A release from the doctor is required to participate in physical education classes after the injury.

FAMILY EMERGENCY INFORMATION FORM

Each family is required to fill out an Archdiocesan family emergency information form at the beginning of every school year. Parents are requested to list only relatives, friends or neighbors who reside in or around the area; no more than twenty minutes from the school. Parents will be notified if a child becomes ill or if an emergency arises. If the parents cannot be reached, the school will follow the procedure outlined on the individual's emergency form. If school personnel deem it necessary, 911 will be called.

GENERAL HEALTH

Please do not send your child to school when he/she is obviously ill. **If the child is sick in the morning, the school expects the student to remain home for the day.** If your child has a communicable disease (strep throat, chicken pox, measles, etc.) please inform the office immediately. Children should not be sent to school until they have been free of fever for 24 hours. Parents should not request that a child enter school before the bell rings or remain indoors during outside activities unless the child has been seriously ill and the doctor advised against outdoor activities. Such requests should always be in writing.

It is extremely important that every child with special health problems ranging from epilepsy, diabetes, allergies, asthma, heart conditions to any other physical disabilities or limitations have this noted on his or her emergency sheet.

HEAD LICE

It is not unusual for schools to encounter cases of head lice (pediculosis) during the school year. St. Alphonsus/St. Patrick School is no exception. We keep a close watch on classes where we know children have been exposed to head lice, but we need your help in preventing their spread. Please inspect your own child's hair. If you find nits (eggs) or active lice, please notify the school immediately. Lice infestation may occur in any group of young children. Adults may also be affected. A secondary infection may result from scratching.

The Illinois Department of Public Health and the Archdiocese of Chicago provide this guideline regarding the return to school of affected children: “Exclude case from school until the day after the first shampoo, lotion, or cream rinse pediculicide and combing are properly completed.” We follow this guideline at St. Alphonsus/St. Patrick School and re-check the affected child as needed to ensure that the treatment provided is successful and that no live lice are present.

We ask for your assistance in ensuring that all those infected within your home are properly treated. The following websites are recommended:
kidshealth.org/parents/infections/common/lice
www.cdc.gov/lice/parents

Our school policy on head lice follows the recommendations of the American Academy of Pediatrics. When head lice are discovered on a child, we take the following steps:

- If head lice are discovered by parents, they are to notify their child’s homeroom teacher and the school office.
- If head lice are discovered at school, teachers (including general school staff and after-school staff) will contact the school office.

As soon as the school office is informed, we will:

- Notify the affected child’s classroom to check the other children as needed for lice and nits. The names of affected students are not divulged.
- Inform the parents whose children have lice and provide them with resources as needed.
- Re-check the children after their return to school to ensure that the treatment they have received has been successful.
- As part of the eThursday information, explain to parents that they are expected to check and/or treat their children before sending them back to school the following Monday.

We do follow the position statement of the National Association of School Nurses, which is as follows: if lice are found, child must go home and be treated immediately. Child must be treated that evening. Current research does not support the conclusion that enforced exclusion (nit free) policies result in reduced transmission of head lice. It is the position of the National Association of School Nurses that nit-free policies disrupt the education process and should not be viewed as an essential strategy in the management of head lice. Current research also shows that live adult lice are the only transfer concern and they prefer the warm scalp. They survive only 12 to 24 hours on inanimate objects.

HEALTH RECORD

A health record is kept on file for each student. Parents are asked to notify the school if there are any adjustments to be made. Parents, students and school personnel must comply with State laws regarding immunizations and examinations.

IMMUNIZATION

The State of Illinois requires that all students entering Pre-Kindergarten, Kindergarten and Sixth Grade and any student from out of state, regardless of age, must provide a completed In-State physical examination including proof of **up-to-date immunizations**. These forms must be completed and returned prior to the first day of school. Please take care of this parental obligation so your child will not be excluded from school. **According to State law, any student not having an up-to-date physical examination on file by October 15 is to be excluded from school until the exam is complete.** School personnel review health records annually and will communicate with a parent whose child has not been immunized in compliance with the law. Should you receive such notification, please have your child immunized to prevent exclusion from school. Proof of immunizations and physicals must be **submitted by the first day of school each year.**

DENTAL: The State of Illinois requires **mandatory dental exams for children entering kindergarten and grades two and six.** As with physical exams and immunizations, a student may be excluded for not having a completed dental exam on file. **The dental examination record must be on file in the school office by May 15.** These forms must be current for a student to begin the school year for **grades 1, 3, and 7.**

VISION: The State of Illinois law requires all children **enrolling in kindergarten and any student enrolling for the first time** have an eye examination. The examination must be completed **within one year prior** to the first day of school.

All transfer students are required to have current physical examinations and must provide health records from their previous school. These examinations must be completed and the Health Forms submitted to the school office before the student enters school.

Students who participate in athletic programs sponsored by St. Alphonsus/St. Patrick School must have a current physical on file to be eligible for participation.

SCHOOL MEDICATION PROCEDURES

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 it is necessary for the critical health and well-being of the student.

It is the policy of this school that school personnel - including teachers, administrators and administrative staff - shall not administer medication to students except as provided in the School Medication Procedures here described. The school retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian. A copy of the medication procedures and necessary forms are distributed to each family upon enrollment in the school.

VISION AND HEARING SCREENING

Du Page County Department of Public Health provides, at a cost, annual mandated vision and hearing screening for our school. Teacher requests and parent requests are also honored for screening.

MORNING CARE

Morning care is offered for those families who, because of parent work times, need to drop students at school between 6:45 a.m. and 7:25 a.m. Please come to the front door for admittance to the building. Students will be sent to the moderator's room only; they will be dismissed to their classrooms at 7:30. No advance registration or sign-up is necessary. There will be a fee of \$3 per family per day for this service. Students will be signed in each day when they arrive; billing will be sent home in the Thursday Envelope.

Extended Day and Morning Care statements will be sent home in Thursday envelopes. Full payment is due the following Tuesday.

PARENT-TEACHER CONFERENCES

Close contact between teachers and parents is encouraged. It is often in your child's best interest for you to confer personally with his/her teacher. Parents are asked not to defer teachers for a "mini" conference before school or at lunchtime. Please make an appointment with any teacher by sending a written request, email or by calling the school office. Home phones of the teachers are never released. Teachers have also been advised to contact parents whenever necessary.

Conferences with teachers are necessary in order to discuss the progress or needs of each student. Formal Parent-Teacher Conferences will be scheduled annually in November. In the Spring an optional Parent-Teacher Conference may be offered. Midterm progress, report cards and conferences are essential means of communicating your child's academic progress.

PARENTAL CONCERNS (Guidelines)

A parent/guardian who has a question or concern regarding a situation involving his/her child is urged to follow these guidelines:

- Contact the student's teacher to discuss the concern and work with the teacher to arrive at possible solutions. Appointments with the teacher will be made by writing a note requesting a conference, emailing, or by calling the school office to make an appointment.
- If a concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator in making every effort to resolve the issue.
- Every effort should be made to resolve questions, concerns, and problems as soon as possible.

POWERSCHOOL

The Archdiocese of Chicago Catholic Schools has mandated that all elementary schools: (1) use PowerSchool as the database for student and staff information, scheduling, generating report cards, and on-line access to grades by parents and students; and (2) use PowerSchool for student assignment posting and grading information by teachers. Each Archdiocesan elementary school has an individual appointed to serve as the Local PS

Coordinator. At St. Alphonsus/St. Patrick School this position will be filled by the Technology Consultant, whose e-mail address is mrsyakes@stals-stpats.org.

PROGRESS REPORTS/REPORT CARDS

Student progress may be monitored at any time through logging on to Power School. Parents are encouraged to review their child's progress regularly. Midterm progress should be checked on the following dates:

Trimester	Midterm	Progress Reports Online	Trimester End	Report Cards Home
1	October 1, 2021	October 8, 2021	November 12, 2021	November 19, 2021
2	December 22, 2021	January 10, 2022	March 4, 2022	March 11, 2022
3	April 22, 2022	April 29, 2022	June 2, 2022	June 2, 2022

After receiving the report card, the report card envelope should be signed and returned to the teacher within two days.

REPORTING CHILD ABUSE

By law, the State of Illinois requires school personnel to inform the Department of Children and Family Services (DCFS) of any allegation/suspicion of child abuse/neglect. Neglect may include failure to provide necessary food, shelter, medical care and school attendance.

There are no express time limits for initiating complaints and grievances under this policy; however, efforts should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

The initiation of a complaint of sexual harassment will not adversely affect the complainant's academic program, record, standing or opportunity in the educational environment.

Anyone may report suspected abuse/neglect. If you know of such a problem, you may call the 24 hour DCFS hotline, 1-800-252-2873.

SCHOOL SAFETY

ARRIVAL AND DISMISSAL PROCEDURES

We know that drop off and pick up can be inconvenient at times. Please follow the drop off and pick up instructions for the safety of all children and adults.

Bus movement in the driveway in front of the school will take priority at morning drop-off and at dismissal time.

Transportation changes from the child's ordinary arrangements should be sent in writing to the child's teacher. Phone calls regarding a change in transportation should only be made in emergencies. Knowing there are many activities occurring in the school and classroom **parents should not rely on email for notification of transportation changes.**

As a reminder, use of cell phones in a school zone is illegal.

ARRIVAL/DISMISSAL OTHER THAN REGULAR SCHOOL TIMES

Students who arrive or are being dismissed at a time other than the regular school arrival or dismissal time, must have a written note from the parent/guardian. If possible, arrangements for early dismissals and late arrivals should be sent in writing to the classroom teacher and office in advance. When a situation arises during the school day that requires a change in plans, please call the school. The office will contact the teacher with instructions.

DROP OFF/PICK UP INSTRUCTIONS

DROP OFF – To keep our building safe and secure, all students will be entering Door #2 at the south end of our front circle driveway at morning arrival; doors will remain locked throughout the day. Do not drop your child off at the front door unless you are tardy. Supervisors will be in the lot from 7:25 a.m. – 7:45 a.m. Do not drop off your child if there is not a supervisor on duty. Parents who need access to the office during morning arrival should park on the north side of Davey Road and come to the front office after drop off.

Enter the circle drive at the north end only. Vehicles will be coming from both directions of Davey Road as well as 109th Street. If the drive becomes crowded line up along Davey Road as we do for after-school dismissal rather than create a back-up on the street. Check carefully before pulling in or out and make certain it is your turn. Wait until all the children have left their vehicles and are safely away from the cars before once again moving. Do not cut through the line if your child has already exited but there are still cars in front of you.

Bus service will also use the front circle driveway. When buses arrive, generally between 7:30-7:35 a.m., the car line will be halted so buses can enter the circle driveway. Should you arrive before 7:25 a.m. please do not park in the circle drive in such a way as to block access of arriving staff and Morning Care drop-offs. Students must be in their seats at 7:45 a.m.; otherwise they will be marked tardy. If you are delayed and arrive after 7:45 a.m., please bring your child in to the front office, Door #1, to sign your child in.

PICK UP – Car riders will be dismissed after bus riders -- approximately 2:15 p.m.

Cars should line up along Davey Road, no farther than the steps. Do not pull forward to the STOP sign or into the front circle drive until directed to do so by faculty or administration. In groups of twelve or so, cars will be directed into the circle drive. Once all vehicles have come to a stop, children will be directed and escorted to their respective cars. When all children are safely buckled into seats and car doors have been closed, cars will be directed out of the circle drive. The next set of cars will then be directed into the circle drive. PLEASE DO NOT DRIVE AROUND OTHER CARS TO EXIT THE LINE; WAIT FOR CHILDREN BEING LOADED INTO CARS IN FRONT OF YOU TO EXIT FIRST.

IMPORTANT: Please have a large placard placed in the right side of the front windshield which states the last name(s) of the child/ren being picked up.

EMERGENCY DRILLS

Fire, tornado, and special crisis drills are held regularly in conjunction with local agencies.

The Village of Lemont warning system will notify the area of a tornado warning. No student will be released if a warning takes place during dismissal time.

The Crisis Management Plan is available to all staff to insure that in special cases of emergency proper procedures will be followed.

STUDENT SUPERVISION

No student is allowed unattended in the school building at any time.

Students dropped off prior to 7:30 a.m. should be signed in by a parent and then go to Early Morning Care.

Students who are not picked up by 2:25 p.m. will be escorted to the Extended Day Program and will be charged the appropriate extended day rate. When running late, parents must have a “back up plan” for their children. Extended day closes at 6:00 p.m.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks, workbooks, and library books are the property St. Alphonsus/St. Patrick School. It is the expectation that students will handle their books with care. Each student is responsible for books and materials assigned to his/her care and use. The student will be held accountable for any damage to school property, books or materials. If a textbook or library book is lost or defaced, a replacement fee for the entire cost of the book will be charged. Each student is responsible for books and materials assigned to his/her care and use. The school is not responsible for personal items a child may bring to school.

TECHNOLOGY

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 students to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

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

Consequences may include detention, denial of technology, suspension and/or expulsion from school. These consequences may result if a student, while outside of school:

1. Posts obscene, profane, threatening, bullying, hateful, or rude language when using a blog, podcast, email, instant message, text message, social networking sites, photo/video hosting sites, and/or web design sites.
2. Shows the school building, logo, school name, individuals' names and/or pictures in an obscene, profane, threatening, bullying, hateful content while using a blog, podcast, email, instant message, text message, social networking sites, photo/video hosting sites, and/or web design sites.

A student will be held accountable for any behavior that is non-compatible with the mission and philosophy of St. Alphonsus/St. Patrick School. At all times, whether in school, on-line, in Morning Care/Extended Day, on a school bus, at a school bus stop, at an athletic event, field trip, or school sponsored event, good manners, courtesy and respectful behavior is expected.

In accordance with the Archdiocese of Chicago Technology Acceptable Use Procedures, the following are required to be printed in all School/Family Handbooks:

Use of the technology resources that are prohibited include, but are not limited to:

- Violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information
- Attempting any unauthorized access, including hacking of any computer system
- Downloading unacceptable materials
- Re-posting personal communication without the author's prior consent
- Violating copyright law
- Using technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes
- Downloading, installing or storing software on a school computer without the approval of appropriate school personnel
- Changing or attempting to alter any configuration, program or password on any computer or system
- Using a school computer without knowledge/approval of school personnel responsible for the computer
- Using inappropriate language, pictures, and gestures in any form on the internet
- Using the Internet for entertainment or limited self-discovery function
- Using the Internet for unauthorized purchases

St. Alphonsus/St. Patrick School is not responsible for:

- unauthorized costs or charges that are incurred by students over the Internet
- any damages the student may incur, including loss of data
- the accuracy or quality of any information obtained through any school Internet connection

TELEPHONE

Requests for return calls can be made through the office. Teachers will return them at their earliest convenience. We ask that you do not call the teachers at their homes.

Students are not to use the office telephones except in cases of an emergency. Forgotten gym shoes/assignments/lunches **are not emergencies**.

UNIFORM POLICY

UNIFORM/DRESS CODE

Good grooming, neatness, cleanliness, and adherence to the uniform/dress code are expected of all students.

A uniform policy, designated by the administration and staff, is a requirement of all students of St. Alphonsus/St. Patrick School. All uniform articles may be purchased from Schoolbelles, a uniform company in Burbank, Illinois.

GIRLS

- Plaid jumper (Gr. K-3), plaid skirt or split skirt (Gr. 4-8)
- Navy blue uniform slacks (**may be worn from October 1 to April 30**). A sweater, vest, or school-authorized sweatshirt must be worn with the slacks and school uniform blouse.
- Leggings under uniform jumper may be worn from October 1 to April 30 (Gr. K-3).
- White, black, forest green or navy blue leggings may be worn by Gr. 4-8 girls from October 1 to April 30. Leggings cannot have zippers, buttons or any adornment and can only be worn on with the school uniform (skirts). They cannot be worn on dress down days.
- White uniform blouse (long or short sleeved) **TUCKED IN** or white banded polo
- Navy, black, green, or white solid-colored bobby socks, crew socks, knee highs, or tights
- Navy or green vest (Gr. 4-8)
- In lieu of the vest, girls may wear a V-neck sleeveless, long-sleeved pullover, or cardigan sweater or the school authorized sweatshirt worn over a uniform blouse. (No “hoodies” or zip up styles.)
- Soled, non-marking soles in black, brown, grey, or navy blue are permitted. Shoes must be solid color with no emblems/logos/stripes, etc. allowed. Boots, shoes with high heels or backless shoes are not acceptable. In addition flip flops, slippers, moccasins and crocs/mules are not permitted. Gym shoes are only for gym.
- In accordance with dress code, make-up is not acceptable.
- Colored nail polish should not be worn to school. If worn, the student will be asked to remove it at school.
- Girls’ jewelry is limited to watches, small studded earrings, simple rings and religious necklaces

BOYS

- Navy uniform slacks (Cargo pants may not be worn.)
- White or powder blue dress shirt (long or short sleeved) **TUCKED INTO THE PANTS.**
- White or powder blue knit/polo-style shirt (long or short sleeved) **TUCKED INTO THE PANTS.**

- Navy, black, green or white solid-colored crew socks or bobby socks
- Navy or green uniform cardigan sweater (optional)
- Navy or green uniform V-neck, sleeveless, long sleeved pullover, or cardigan sweater, or school-authorized sweatshirt worn over the uniform shirt. (No “hoodies” or zip up styles)
- Soft-soled casual shoes with non-marking soles in black, brown, grey, or navy blue. No boots, flip-flops or crocs. Gym shoes are for gym only.
- Boys’ jewelry is limited to watches, simple rings and religious necklaces.

Note: The school authorized sweatshirt for gym should not be worn with the regular school uniform.

WARM WEATHER UNIFORM (BOTH BOYS AND GIRLS)

Blue uniform walking shorts may be worn by all students with the uniform shirt/blouse between May 1 and October 1.

HAIR STYLES

Hair must be simply styled. Extreme hairstyles are not acceptable. This means no sculpting, spiked, or shaved hairstyles. Hair must not be dyed or high-lighted. Hairstyles for boys should not extend beyond the eyebrows or ears nor should it touch beyond the collar. Merely slicking hair back or tucking it behind the ears does not exempt the students from school policy violation. The rule of thumb is that if combing the hair down causes it to extend beyond the length limit, it is too long. Only conservative hairstyles and hair accessories are acceptable for girls. Students will be asked to correct hairstyles or hair coloring that is against policy.

DRESS DOWN DAYS

While dress-down days are permitted for various events/occasions, the underlying philosophy of our school is still in place. On “dress down days” we expect the following:

- Students will dress modestly. Clothing that is too tight and/or too revealing is NOT PERMITTED. Modest dress would exclude blouses with spaghetti straps, bared midriff, or styles more than 3” above the knee. Slacks and trousers may not be excessively tight or baggy. Shorts, if worn, must be walking shorts.
- Gr. K-3 girls may wear a tunic type top with leggings.
- Student clothing will NOT display messages that are inappropriate or in an inappropriate area.
- Student shoes must adhere to the shoe policy (see above) for safety reasons.
- Students shall not wear make-up or nail polish on dress down days.
- Any student dress that is deemed inappropriate by the school administration will require the student to change into acceptable clothing immediately. If other clothing is not available from home, students will be provided with a school uniform for the day.

NOTE: Students are to be in school uniform on days when liturgy is celebrated; out-of-uniform passes may not be used on Mass days.

GYM UNIFORM: ALL STUDENTS IN GRADES K-8

- T-shirt or sweatshirt imprinted with the school name as made available from school.
- Plain navy shorts or shorts purchased from school with the school logo. (WORN BETWEEN MAY 1 AND OCTOBER 1 ONLY.) Shorts should be no more than 3” above the knee.
- Navy sweatpants purchased from school with school logo. LACED non-marking athletic shoes, worn only for gym class and on gym day (no slip-ons).
- White, grey, or black bobby socks or crew socks.

OTHER NOTES

- a) Shorts worn under uniforms should not be visible below skirts.
- b) Primary students must have all clothing well marked with their names for quick identification.
- c) T-shirts/undershirts – No colored t-shirts are allowed to be worn under gym shirts, uniform polos or blouses, nor should any shirt with lettering be seen through the material of any uniform top.

VOLUNTEERS AND PROTECTING GOD’S CHILDREN

Volunteers enhance the quality of education offered at St. Alphonsus/St. Patrick School. The school is grateful to the many parents and other individuals who volunteer their time and talents to benefit our students. All adult volunteers who have contact with children must abide by the Archdiocesan Protection of Children Guidelines which include a criminal background check, attend Virtus training as well as complete the Archdiocese Code of Conduct paperwork and the DCFS CANTS form (a CANTS form must be completed and turned in to the school at the beginning of each school year, prior to the first week of school).

Volunteers may not bring babies, toddlers, or other children when volunteering in the classroom or when volunteering on field trips.

For security purposes, volunteers must report to the School Office and sign in. They will be issued a visitor’s badge and directed to their destination at the appropriate time. Volunteers must report to the School Office to sign-out and return the visitor badge.

Volunteers are here for the safety and well-being of our children and should be treated with respect.

If you are interested in volunteering, please contact the school office.