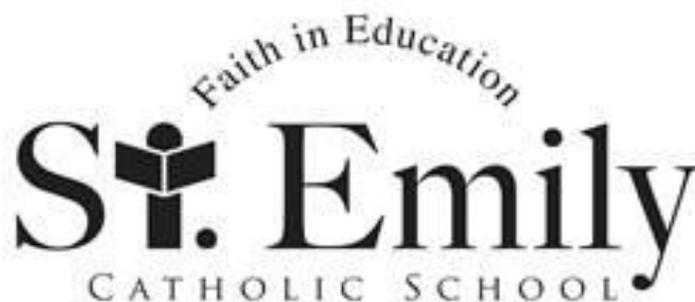


# ST. EMILY CATHOLIC SCHOOL

A TRADITION OF EXCELLENCE IN EDUCATION  
SINCE 1961



## PARENT/STUDENT HANDBOOK

St. Emily School  
1400 E. Central Rd.  
Mount Prospect, Illinois 60056  
Phone: 847-296-3490  
Fax: 847-296-1155  
[www.stemilyschool.org](http://www.stemilyschool.org)

### ***St. Emily Parish Mission Statement***

*The mission of St. Emily Parish is to witness the Gospel message in every aspect of life by celebrating dynamic liturgies, providing nourishing educational opportunities, promoting social justice, and sponsoring community-based activities.*

### ***St. Emily Catholic School Mission Statement***

*St. Emily Catholic School accepts the Church's challenge to create a Christ-centered, educational, and evangelizing community, which empowers students to be life-long learners, grateful stewards, and responsible leaders.*

*In pursuit of academic excellence, with parents as primary educators, St. Emily School enables each student to achieve his/her full potential, in a high-performing school.*

### ***St. Emily Catholic School Philosophy Statement***

*As members of the St. Emily School community, we believe in Catholic education as a vital part of the evangelizing mission of the Church.*

*We are committed to maintaining a climate of respect in which each student can learn and apply the skills that will allow him/her to be successful.*

*We believe the teacher facilitates learning and models a positive learning attitude, which encourages each student to reach his/her full potential. The school provides varied learning experiences, addressing the uniqueness of each student.*

Revised 2018-2019

Reverend James Presta, S.T.D., Pastor  
Mrs. Mary K. Hemmelman, Principal  
Mrs. Diane Mullins, Assistant Principal  
Mrs. Bonnie Eiffes, Administrative Assistant  
Mrs. Jeanine Malewig, Receptionist

## **PARENT/STUDENT HANDBOOK**

This Handbook is a formal agreement between St. Emily School and the parents or guardians of students enrolled in the school.

A copy of the Handbook is to be kept in the possession of each family, for reference. The Handbook is available on the school website at [www.stemilyschool.org](http://www.stemilyschool.org). The school requires a signed form to be kept on file indicating the receipt of the Handbook; this receipt signifies willingness to honor and support the Handbook's policies.

Statements in this Handbook are subject to amendment with or without notice. The school will attempt to inform you of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

This Handbook is not intended to be inclusive of all possible circumstances or contain all possible common practices.

Thank you for your support and cooperation.

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## **ABSENCE**

A daily pupil attendance record is maintained, for each student, in the school office.

For your child's protection, please call the school's absentee hotline (847-296-1163), by 7:50 A.M., to report a student's absence and to request homework. If a child is absent and the parent does not notify the school, the school receptionist will attempt to contact the parent/guardian to question the absence.

If parents know in advance that a child/children will be absent, it is expected that communication, stating when the child will be out and the reason for the absence, will be sent to the school office and homeroom teacher. Advance assignments will be given at the discretion of the teacher. Students will have one day to make up work for every day that he/she is absent.

A student who is absent from school, for any day or part of a day, without the knowledge and consent of the parent/guardian and school authorities commits an act of truancy. A truant student will be reported to the parent and school authorities as soon as possible. Parents who do not enforce school attendance are held accountable by state law.

## **ACCIDENT/INJURY/ILLNESS AT HOME**

If a child has vomiting, diarrhea, sore throat, earache, discharge from the nose, or an elevated temperature of 100 degrees or above, he/she should be kept at home.

A child must be fever free (without medication) for twenty-four hours before returning to school. If a child has vomited during the night, or has diarrhea during the night, the child must be kept home from school the following day.

A child who cannot participate in P.E. class and/or recess because of illness/injury must have a written note from a parent/guardian for the first day. A physician's order is needed for extended P.E./recess restrictions.

If a child is absent for five or more days a doctor's note must be presented to the office upon the child's return to school. A student who participates in a school sponsored activity, and who is absent during any part of the school day, due to illness is not allowed to participate in practice, or to play in a game on that day. This is a safeguard for all children concerned.

A child who has been sent home with head lice may return to school when he/she has been properly treated, and is free of any nits and/or lice. The child will be re-examined by the school office staff before the child will be admitted to class.

## **ACCIDENT/INJURY/ILLNESS AT SCHOOL**

A child who becomes ill, injured, or has an accident during the school day must notify the teacher or staff member in charge, who will send the child to the school office. The parent/guardian is contacted and apprised of the situation. If a parent/guardian cannot be reached, the designees listed on the Emergency Form will be called. If warranted, emergency personnel will be contacted.

A child too ill to remain in school will not be allowed to go home until a parent/guardian is contacted and a parent, or someone authorized by the parent, signs the child out in the school office. Students will not be allowed to go home alone.

Students will be excluded from school if showing signs of (including but not limited to) the following: nausea/vomiting, diarrhea, open sores, impetigo, severe pain, extreme fatigue, dizziness/fainting, temperature, rash, head lice, conjunctivitis, infectious disease.

## **ADMISSIONS POLICIES (402.00)**

### **Non-Discrimination (402.02)**

*Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.*

St. Emily School endeavors to educate all students within the limits of the school's educational program. St. Emily School does not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs in accordance with applicable local, state and federal anti-discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

*Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religion instruction and school activities, related to the Catholic identity of the school, are required.*

For the admission of a prekindergarten, kindergarten, first grade, or a transfer student, parent/guardian shall present:

1. an official copy of the child's birth certificate
2. the baptismal record (if applicable)
3. a record of compliance with local and State of Illinois health requirements

### **Inclusion (402.03)**

Admissions shall not be denied to students with special learning needs based solely on ability or achievement. Such admissions decisions shall be made on a case by case basis, and shall take into account the school's ability to meet the child's diagnosed special learning needs based upon its available resources. If the school determines that it does

not have the resources to meet the student's diagnosed special learning needs that will enable the child to succeed even at the minimum proficiency level, admission may be denied.

St. Emily School has a Director of Special Services on staff. Students may be eligible for special remediation, testing, speech therapy and/or guidance programs, with psychological testing through the public school district. Referrals may be made in consultation with the student's teacher, the Director of Special Services and/or Counselor.

#### **Enrollment of Non-Citizens (402.04)**

Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admission requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church.

#### **School Age Requirements (401.00)**

State Law requires that a child has reached the entry age by or on September 1<sup>st</sup> of the given year. Parents must adhere to this policy, and provide evidence of age to the school. The school reserves the right to refuse or rescind registration, at any time, if a child is not in compliance with these requirements.

Prekindergarten: A student entering the 3 or 4-year-old program must be 3 or 4 years old respectively by September 1<sup>st</sup> of that year.

Kindergarten: A student entering kindergarten must be 5 years old by September 1<sup>st</sup> of that year.

Grade one: A student entering first grade must be 6 years old by September 1<sup>st</sup> of that year.

#### **Transfers and Withdrawals (403.4)**

*For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. Upon written request from the receiving school, all records from the previous school shall be transferred within ten days provided financial obligations to the school have been met. In all cases, unofficial records (transfer, health records) must be sent within ten days.*

Once accepted, students and parents/guardians may be asked to sign a probationary contract, to ensure that the school can meet the needs of the child. This will be at the discretion of the administration. Seventh and eighth grade transfer students are accepted only if moving into the area, and/or after meeting with the principal and assistant principal.

Parents transferring students from St. Emily School need to notify the office as soon as possible. Parents must sign a request for release of records. When the child's new school sends this request form to St. Emily School, records will be mailed to the new school. It is the policy of St. Emily School to mail all records; no records are handed to family

members to deliver to new schools. All financial accounts must be completed before records will be forwarded.

### **ALLERGY AND EPI-PEN GUIDELINES**

The Food Allergy Emergency Action Plan and Treatment Authorization, including the student's photo, must be presented and approved by school administration before the child is registered in the school.

[http://www.isbe.state.il.us/nutrition/pdf/food\\_allergy\\_emer\\_action\\_plan.pdf](http://www.isbe.state.il.us/nutrition/pdf/food_allergy_emer_action_plan.pdf)

Any reasonable accommodation by the school is initiated by a parent/guardian request which must include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid reaction.

Guarantees of a "peanut free" or "lactose free" school are not credible accommodations for any school. Effective practices to reduce the chance of exposure to allergens in each local school's School Food Allergy Procedures may include, but is not limited to:

- ✓ Designing a separate table in the lunch area for students with the allergy
- ✓ Allowing the allergic student to eat at his/her own desk, keeping the same desk year round to reduce possible contamination if there is no common lunchroom in the school
- ✓ Limit/prohibit food in classrooms
- ✓ Remove food as a reward in classrooms or for celebrations
- ✓ Limit use of classrooms for after-school activities involving food
- ✓ Limit times teachers can bring food into classrooms
- ✓ The regular cleaning of tables, desks, chalkboards, computer keyboards, musical instruments, and gym equipment in the classrooms and lunchroom
- ✓ The washing of hands before and after meals using soap and water or commercial hand wipes

### **AMENDMENTS TO PARENT/STUDENT HANDBOOK**

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

Extended Care and Prekindergarten programs outline specific guidelines for families who have children enrolled in these programs. These guidelines work in conjunction with The Athletic Handbook, the Faculty Handbook, and the St. Emily Parent/Student Handbook, providing policies for all St. Emily School families. Parents seeking school policies should refer to the Parent/Student Handbook.

## **ARRIVAL/DISMISSAL PROCEDURES**

- The school building opens at 7:45 A.M.—1<sup>st</sup> bell; students enter the building.
- Students arriving after the 7:55 A.M. bell will be marked as tardy.
- The school day begins at 7:55 with all-school prayer, and classes begin at 8:05 A.M.
- Classes end 2:45 P.M.; dismissal bell rings
- Students participating in Extended Care are dismissed to the gym for check-in at 2:45 P.M.
- All other students are dismissed to the north parking lot at 2:45 P.M. Students that are not met by a parent/guardian will return to the school building, with the teacher monitoring dismissal.
- If it is necessary to let a child know about a change in procedure for going home, please contact the school office before 1:00 P.M.

## **ATTENDANCE**

Parent/guardians are asked to schedule medical and dental appointments after 2:45 P.M., or on designated early dismissal days. While vacations can have educational value, please do not schedule extended vacations during the school year. The absence of a student from his/her classroom disrupts the continuity of learning. Students will be expected to make up any missed work.

## **BUS SERVICE**

River Trails School District #26 does not offer bus service as of June, 2016.

## **CALENDAR FOR SCHOOL YEAR**

Monthly school calendars are available in the Wednesday News online at [www.stemilyschool.org](http://www.stemilyschool.org).

## **CELL PHONES**

If a parent wishes his/her child to have a cell phone at school, a permission note must be sent to the school office, and the student must leave the cell phone in his/her locker, in the off position, throughout the school day/Extended Care. Parents accept responsibility for their child's cell phone use in regard to social media.

## **CHILD ABUSE**

By law (P.A. 81-1077, ILCS 5/3, 5/4.02, 5/7) school personnel are required to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services (DCFS). The Standardized School Crisis Plan for the Village of Mount Prospect encourages schools to contact the Police Department as well.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching) or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness.

School personnel shall follow Archdiocesan procedures, which have been developed in accordance with Illinois law. The school administrator shall maintain confidentiality for the benefit of all those involved.

## **CODE OF CONDUCT**

*The purpose of discipline is to promote mature self-control. A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school. Some characteristics of positive discipline include:*

- *Students learn decision-making skills related to their own behavior and choices.*
- *Discipline techniques are based on teaching appropriate behavior and effective consequences rather than power and punishment.*
- *Student self-esteem is maintained and enhanced.*
- *Students share in classroom responsibilities.*
- *The environment encourages self-discipline and self-control.*

*In the classrooms, teachers shall always endeavor to be firm, just, consistent, impartial, positive, and sensitive to the needs of the individual student. Students are expected to meet and respect the requirements of the school, which may, of necessity, be different than rules in the home. The development of individual responsibility and self-discipline are essential skills necessary to meet the challenges for students at the next level of education.*

*Conduct which is detrimental to or negatively affects the mission and reputation of the Catholic school, regardless if the unacceptable conduct takes place during school hours or outside of school and off school property, may result in disciplinary measures. In all cases, respect and kindness must be tempered with justice and fairness.*

*When appropriate, the principal may impose other disciplinary measures, such as probation, suspension and expulsion.*

- **Office Referrals:** Teachers will refer a student to the office for severe disobedience or other interruptions that are of a more serious nature.
- **Suspension:** A student may be suspended officially for serious disciplinary infractions. In-school suspension: Removal from class and isolation for a day. The student completes work given to him/her by the teachers. The number of days a student is suspended is determined by the teacher and principal. Out of school suspension: A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal/assistant principal. Suspension means exclusion from all school activities including athletic activities, for the period of the suspension, or at the discretion of the principal. Suspension may be given for (but not limited to): Chronic behavior that undermines classroom discipline and impedes the academic progress of the entire class; bullying behavior.
- **Probation:** A conditional enrollment during a trial period. Responsibility of placing student on probation resides with the principal. Probation may lead to expulsion.
- **Expulsion:** The termination of the student's privilege to attend school. A student may be expelled for repeated refusal to obey school rules, consistent disruption of classroom learning, or conduct which endangers property, health or safety of the

student and others, and when expulsion is deemed to be in the best interest of the school/student.

*"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental health; (3) substantially interfering with the student's or students' academic performance; or (4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying, as defined in this subsection (b), may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. (Illinois Prevent School Violence Act)*

### **Bullying/Harassment Acts**

- Physical which includes, but is not limited to punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft.
- Verbal which includes, but is not limited to name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication, social media, Internet, or written communication.
- Emotional which includes, but is not limited to intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure.
- Sexual which includes but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.
- Bullying acts that take place on social media will be addressed, only if brought to the attention of the school by the student.
- When bullying acts affect a child's school environment, action taken by school authorities will include but is not limited to contacting parents, addressing it with students, and/or contacting the Mount Prospect Police Department.

### **Lunchtime behavior**

Students are expected to follow these rules:

- Be courteous and considerate of others at all times.
- Eat the food they bring.
- Remain seated during lunch, except to use the bathrooms.
- See that the desk, chair and floor are free of papers, food, and crumbs before they go out for recess or begin their next class.

- Lunches must be brought from home. Fast food/restaurant lunches are not allowed. Students may order hot lunches on Mondays.

### **Playground rules**

The following rules are in effect:

- ✓ Students must follow adult's directions at all times.
- ✓ No gymnastic or cheerleading stunts will be allowed.
- ✓ No rough physical contacts are allowed including Red Rover, dodgeball, football, or wall ball.
- ✓ Equipment allowed: playground balls, Nerf balls, basketballs, rag balls, soccer balls, sidewalk chalk.
- ✓ No bats or baseballs allowed.
- ✓ Stones, twigs, sticks, and snow are to remain on the ground at all times. Do not climb or swing on any fences, trees, or bushes.
- ✓ Students are not allowed to re-enter the building when out for recess, unless there is an emergency.
- ✓ Students must have adult permission and supervision when retrieving a ball from outside the playground area.
- ✓ No hanging on any basketball rim or hoop.
- ✓ Adults may enforce time out for rule breaking, but will not enforce classroom disciplinary programs. Teachers need to be informed of discipline problems.
- ✓ Students re-enter the building quietly.

### **COMMUNICABLE DISEASES**

When St. Emily School becomes aware of a student with a contagious/communicable disease, the school shall notify appropriate parent/guardian. The anonymity of the student with the contagious/communicable disease will be protected.

All parents/guardians of children attending St. Emily School must report any contagious/communicable disease to the school immediately. Such diseases include chicken pox, measles, mumps, AIDS, herpes, impetigo, streptococcus, flu, pink-eye, and head lice. Any student found to have nits and/or lice will be sent home. A student may return to school when he/she has been properly treated and is free of any nits and/or lice. The student will be re-examined by the health care staff the morning he/she returns. Any child having an elevated temperature of 100 degrees will be sent home, and should remain at home for 24 hours after temperature has returned to normal. This is a safeguard for all children concerned.

### **COMMUNICATION**

School information is posted weekly on the school website [www.stemilyschool.org](http://www.stemilyschool.org). Parents/guardians are expected to access school information, from the weekly email and the website. It is the responsibility of a non-custodial parent to notify the office, in writing, at the beginning of each school year, if he or she wishes to receive the weekly school information and/or to receive a copy of the report card. These may be picked up in the school office.

Formal parent/teacher conferences are scheduled for each child two times per year—at the end of the first quarter, second quarter (8<sup>th</sup> grade only), and third quarter (PK-7<sup>th</sup> only). Teachers may be contacted through school e-mail (addresses in School Directory). Additional appointments with teachers may be made by calling the school office, and leaving a message for the teacher to return your call.

### **CRISIS MANAGEMENT**

A safety and crisis management plan has been developed by the Village of Mount Prospect, including St. Emily School. The program provides information and guidelines for the staff for emergency situations, which affect the well being and safety of the school community. The endangering situation may have its source in an external event (weather, human initiated), or it may be an internal condition created by physical environment, a medical need, or a group action. A copy of the plan is available for examination in the school office.

### **CUMULATIVE RECORDS**

Parents have a right by state law to review the cumulative records of their child/children (Family Education Rights and Privacy Act-1974, and Illinois Student Records Act, 1975). Student records will be made available to parents when a written request is received by the school office. When parents inspect the records, a staff member will be present.

St. Emily School will release student records to another school, when an official request is made for the records. These should be provided to the parent for signature, at the time of enrollment in the new school.

### **CURRICULUM**

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

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

*The required areas of academic learning include: religion, communication arts, fine arts, physical education, health, human sexuality, mathematics, science, social studies, and technology. Catholic Social Teachings as well as areas that address societal ills, i.e., substance abuse, communicable diseases, violence, etc., are integrated into the curriculum.*

*Instruction includes the content, skills, values and processes necessary for students to master curriculum goals and objectives and the support for each student to be successful.*

The instructional program at St. Emily School is evaluated and revised, as needed, to maximize learning opportunities.

The prekindergarten program follows an Early Childhood Curriculum. It introduces basic skills and academics, and emphasizes early social skills, e.g., interaction with peers, sharing, and taking turns. The primary department stresses the mastery of basic skills and concepts in the areas of language arts, math, social studies, science and art. The intermediate and junior high divisions are departmentalized. Students move room to room for classes.

Physical education, music, art, Spanish, and technology classes are part of the curriculum for all students.

### **DIABETES—CARE OF STUDENTS**

The State of Illinois enacted the Care of Students with Diabetes Act in December 2010 (the “Care Act”). The Care Act does the following:

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

### **DIRECTORY INFORMATION**

A School Directory of families registered in St. Emily School is given to every family for the school year. The Directory includes a list of faculty and staff of St. Emily School, with email addresses.

### **DRESS CODE/UNIFORM**

#### **GIRLS**

Prekindergarten

- P.E. uniform
- A solid white long sleeved undershirt may be worn under the uniform t-shirt.
- Gym shoes with Velcro, only.

Grades Kindergarten-3

- Blue plaid jumper no shorter than 2 inches from mid-knee
- Navy, wine, or white polo shirt (with school emblem, tucked in)
- Socks: anklets, knee-high socks, tights—solid colors—navy, white, wine, gray
- Navy blue uniform shorts may be worn until Oct. 31 and after April 1
- Navy blue uniform slacks
- Navy uniform sweatshirt with logo on left chest with school polo shirt (collar visible)

Grades 4-8

- Blue plaid skirt no shorter than 2 inches from mid-knee (4<sup>th</sup> grade has the option of skirt or jumper, knee-high socks required). Skirts may not be rolled at the waist.
- Navy, wine, or white polo shirt (with school emblem, tucked in)
- Socks: knee-high socks required with skirt; tights are optional

- colors: solid navy, white, wine, gray
- Navy blue uniform slacks (no “hip-huggers”)
- Navy blue uniform shorts may be worn until Oct. 31 and after April 1
- Navy uniform sweatshirt with logo on left chest with school polo shirt (collar visible)
- Leggings and Yoga pants are not permitted.

## **BOYS**

### Grades K-8

- Navy blue straight-legged pants (no Cargo pants)
- Navy, wine, or white knit polo shirt (with school emblem, tucked in)
- Socks: socks visible above the anklebone, solid color matching the uniform; no novelty socks
- Navy blue uniform shorts may be worn until Oct. 31 and after April 1
- Navy uniform sweatshirt with logo on left chest with school polo shirt (collar visible)

## **BOYS AND GIRLS**

### P.E. uniforms

- Blue shorts and T-shirts from April 1-October 31
- Blue sweatpants with a sweatshirt or t-shirt from November 1-March 31

### Hair

- Everyone’s hair must be neat in appearance.
- No extreme or fad hair styles are permitted, as determined by the administration.
- Shaved and/or cut designs, including lines, words, logos are NOT permitted
- Length, for boys, should be above the shirt collar with bangs above the eyebrow.
- Coloring of hair is NOT acceptable.
- Fad headbands are not permitted, i.e., sequined, multi-color, hanging pieces
- A student will be notified if hair style is not in compliance. He/she will be given a reasonable amount of time to bring the haircut or coloring within acceptable limits. Failure to do so will result in consequences at the discretion of the principal.

### Jewelry

- Only small post earrings may be worn. Earrings should not hang below the ear lobe
- No more than one pair of earrings may be worn
- No additional body piercing is allowed
- Wrist watches may be worn; **SMART WATCHES ARE NOT PERMITTED**
- One necklace or bracelet may be worn (i.e., small cross or birthstone)
- One ring may be worn

### Make-up

- No make-up or colored nail polish may be worn. On dress down days, nail polish may be worn; no other make-up may be worn.
- Clear nail polish may be worn by the girls.

### Out of uniform days

- Specific days may be marked on the calendar, or announced as Dress Down or Dress Up.
- Dress up day: Dress pants, skirts or dresses. (No jeans, t-shirts or shirts with inappropriate, suggestive, crude statements and/or messages). Sandals are allowed.
- Dress down day: Uniform regulations for socks and shoes apply. Jeans (proper fitting), clean and without holes or tattered bottoms, worn at the waist, T-shirts, and jerseys that are appropriate (sports jerseys, tank tops, muscle shirts and similar styles of tops should be worn with a sleeved T-shirt underneath).
- No Dress Down passes may be used on days students go to Church.
- Halter, midriff or spaghetti strap tops are prohibited. If the weather is warm, walking shorts may be worn. Hats are not permitted in the building.
- Final decisions on all dress code issues are at the discretion of the principal.
- A parent will be called if a student comes to school inappropriately dressed, and the student will be expected to change before returning to class.

### Shoes

- Leather, suede, or gym shoes are permitted
- No clogs, sandals, platforms, roller-skating shoes, moccasins, boots and/or fad shoes

### Sweatshirts

- School sweatshirts, with school logo, may be worn by students in all grades
- Students must wear a school polo shirt underneath the sweatshirt with the collar visible

### Walking Shorts

- Navy blue (length no shorter than 2 inches above knee)
- May be worn by all students from April 1 through October 31
- Knit polo shirts with school emblem are to be worn tucked in with walking shorts
- Uniform shoes are to be worn with walking shorts
- Shorts may be purchased through the uniform company—if purchased elsewhere, shorts should be straight legged and plain (no cargo style)
- Socks must be visible above anklebone (white, navy)

## **EARLY DISMISSAL**

Doctor or other appointments should be scheduled outside school hours whenever possible. Permission to leave the school grounds, at any time during the school day, will be granted with written parental authorization, and/or being signed out by an authorized adult.

The parent or designated adult should meet the child in the school office and sign the register. Contact solely by phone is permissible only in emergency situations. A student missing a portion of the school day is responsible for making up missed work.

## **EMERGENCY FORMS**

A parent/guardian must complete an emergency card listing all pertinent medical information and health concerns of the child. The school office should be notified of any

change in this information. This card also contains the names and phone numbers of adults who may be contacted in case of emergency, should the parent/guardian be unavailable.

### **EMERGENCY PROCEDURES**

Students are instructed in proper procedures for fire, tornado, hard/soft lockdowns, earthquake, and relocation/reunification drills. These are conducted throughout the year, often without advance notice to test the preparedness of students and staff. Village officials may also participate. During a drill, anyone in the building is required to participate, following the direction of school personnel.

The school has constant access to a weather alert system that gives immediate notification of dangerous weather. If a tornado or similar warning occurs at dismissal time, students will remain in the building until an all clear signal is given.

### **EMERGENCY SCHOOL CLOSING**

St. Emily School will follow the decision of the local public school district and/or the Archdiocese of Chicago. Notification of the closing of school, for the day, is made on all major radio and television stations in the Chicago area. Please listen to the radio, watch local television stations, or check online at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) for this information. Do not call the school to ask if school is closed. If there is no announcement on the radio, television, or Emergency Closing Center, school will be in session.

### **EXTENDED DAY CARE PROGRAM**

Attendance in the Extended Care Program is a privilege, not a right. Hours for attendance are from 6:30 A.M. to 7:45 A.M. and 2:45 P.M. to 6:00 P.M. The morning time is spent in free play. The first forty-five minutes of afternoon care is spent either in the gym, or on the playground. After that time, a snack is provided in the Extended Care Room. If children have homework, a quiet area is provided for that purpose, and supervised by staff. The other children remain in the Extended Care Room, and play games, work on the computer, or do arts and crafts. Children who do not follow rules and cooperate, will be given a warning. A probation period may follow, with dismissal if warranted. Registration fees and hourly information is available at the school office, and on the school website.

### **EXTRACURRICULAR ACTIVITIES**

St. Emily School has extracurricular activities and organizations open to students. These include, but are not limited to, athletics, Drama Club, Lexicons, altar serving, Student Council, National Junior Honor Society, scouting, Pep Club, Scholastic Bowl and choir. Participation in such activities is a privilege, not a right. The school reserves the right to remove a student from participation in extracurricular activities if a student's grades or attitude are not in keeping with school expectations. Students must be in class by 9:00 A.M. to participate in extracurricular activities. Participation will be considered on an individual basis.

### **Consequences for extracurricular activities**

If the student's academic work falls below an average of "C" in any subject area, the student will be placed on academic probation (suspension from extracurricular activities). The suspension is effective Monday through Sunday. If the student's average is below a "C" grade, or conduct is below a "B" grade, coaches, teachers, or advisors will be notified, and students will not participate in practices or games or activities until the grade is raised. Students receiving detentions and/or suspensions in school will be suspended until conduct improves. Parents will be informed of the suspension from team or organization activities.

### **FIREARM CONCEALED CARRY ACT (430 ILCS 66/)**

People who become licensed to carry concealed weapons will be prohibited from carrying them into schools and childcare facilities. The law allows parishes to ban the carry of concealed weapons into all parish and other Archdiocesan facilities, not just schools, by posting official signs at the entrances of the buildings.

### **FIELD TRIP POLICY**

Field trips are planned as enrichment and/or an extension of the classroom curriculum. Prior to scheduled trips, a permission slip is sent home with the student for the parent's signature. Money required for the field trip will be indicated as will the dress code, day, time and place of the field trip. Field trips generally take place within the regular school day. The permission slip will inform parents, if the time for return is extended beyond the normal dismissal time. The signed permission slip must be returned before a student leaves on the trip. Verbal permission will not be accepted. Trips are well chaperoned and safety precautions are taken. A student may be kept back from a field trip due to serious continuous conduct issues. All persons wishing to volunteer as chaperones must have the following documentation in the school office:

- Certificate from VIRTUS training
- Evidence of completed criminal background check (eApps)
- CANTS form signed
- Code of Conduct form signed
- Volunteer application (form 7703)

### **GANG ACTIVITY**

Gang-related activities shall be considered a violation of school rules, and cannot be tolerated. The Principal will contact local law enforcement when the safety and welfare of students and/or staff are threatened by illegal gang activity, the illegal use of drugs/alcohol, or use or possession of weapons. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang-related.
- Any conduct that may be gang-related during school sponsored events or activities.
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.

- The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang-related.
- The use, possession, and/or concealing of a weapon.

*The principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.*

## **GRADUATION/PROMOTION**

Graduation is the successful completion of the academic program. In grades 1-8 academic achievement is determined by overall progress in religion, mathematics, reading, English/language arts, social studies, science. Music, art, computers, physical education, and Spanish are also taken into consideration. Pre-school and kindergarten achievement is based on growth throughout the year (social and academic). For advancement, there must be positive proof of academic growth for the year.

Eighth grade graduation requirements:

1. All written assignments and projects have been completed, with a “C” average.
2. The student has successfully completed the Federal and Illinois State Constitution tests.
3. All tuition and fees have been paid, or arrangements have been made with the school.

## **HAZING**

Hazing is defined as an instance in which a person knowingly requires the performance of any act by a student or other person in a school for the purpose of induction or admission into any group, organization or society associated with the school where the act is not sanctioned or authorized by the school, and the act can result in bodily harm. Hazing is not permitted at St. Emily School.

## **HEALTH**

*Schools in the Archdiocese follow the guidelines sets forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois. All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health.*

**Health Records** are reviewed by the school office annually, and will notify the parent/guardian if a child is not in compliance with state law. Non-compliance will result in exclusion from school.

**Immunizations**, required by Illinois State Law, include measles, mumps, rubella, polio, whooping cough, diphtheria, tetanus, chicken pox, and hepatitis-B, before entering school. Beginning in the 2012/2013 school year, students entering 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades must show proof of TDAP vaccination. Beginning in the 2015-2016 school year, students entering 6<sup>th</sup>-8<sup>th</sup> grades must show proof of MCV to prevent bacterial meningitis.

**Medication** should ordinarily be administered in the home. For a student needing medication during the school day, a form must be filled out which contains a written order from the physician detailing medication, dosage, and time intervals for dispensation, and this form must be on file in the school office.

**Non-prescription drugs** also require a written order from the physician. Documented permission from the parent must also be on file with the school office, to permit the child to receive medication during school hours.

**All medications** must be furnished by the parent in the original sealed container, properly labeled by the pharmacist or physician. All medications must be kept in the school office, with the case-by-case exception of prescribed inhalers and Epipens.

**NO STUDENT IS TO KEEP ANY PRESCRIPTION OR OVER-THE-COUNTER MEDICATION IN HIS/HER POSSESSION.**

Students taking medications are expected to come at the designated time, or are called by the school office staff, and in the presence of the staff member, take the medication as required.

The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

**Complete physicals** are required by the State of Illinois for students entering prekindergarten, kindergarten and sixth grades. **Dental exams** are required for kindergarten, second grade, and sixth grade. **Vision exams** are required for kindergarten students.

A student not participating in **P.E. class or a sport activity** because of a doctor's order, must have a written note from the doctor to resume activity. If the order is given to a parent verbally who passes it on to the school, the school office must receive a written order from the doctor within 24 hours. Doctors' notes may be faxed or dropped off at the school office. This note must contain information and limits for P.E., athletics and recess. The athletic director, P.E. teacher, and homeroom teacher will be notified. Any student that goes home from school because of illness, or is absent because of illness cannot participate in a practice or game that day. If a student is absent for special testing, doctor/dental appointments, exceptions will be made.

Students who participate in the school's Athletic Program are required to complete an IESA sports physical, in addition to that required by the State of Illinois. The forms are available in the school office.

School policy on concussions and head injuries is signed as part of Athletics paperwork, when student joins a sport activity.

## **HOMEROOM PLACEMENT**

Classroom lists are compiled through collaboration of grade level teachers, departmental teachers, the Director of Special Services, and principal. ACT Aspire Test scores are also used. The best attempts are made to provide a gender balance, a range of overall abilities and personalities, and uniform class size.

Please do not make specific requests to have or not to have a particular teacher. If there is specific and relevant information which describes or supports a particular academic or social/emotional need of a child, this would be addressed. This information should be put in writing to the principal prior to May 1<sup>st</sup>.

## **HOMEWORK**

*Homework shall be an outgrowth of classwork to supplement learning, to review independently what was taught in class, to provide opportunity to use research skills, and to meet the educational needs of the student. The work shall be of such a nature as to encourage and facilitate, but not demand, parental involvement.*

Time allotments for homework depend upon the type of assignment and on the age and grade level of the student. Guidelines for the amount of time spent daily on homework are as follow:

- Grades 1 & 2—15 to 30 minutes
- Grades 3 & 4—30 to 60 minutes
- Grades 5 & 6—60 to 90 minutes
- Grades 7 & 8—60 to 120 minutes

It is the child's responsibility to know the assignment, to write it down, to complete the work, and to hand it in on time. An assignment notebook is provided by the school. Homework may include the completion of class assignments. Homework is not assigned on weekends (except 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades), however long range assignments not completed during the week, or past due assignments, not completed during the week may be finished on the weekend, according to the directive of the teacher.

A student's written work is a reflection of himself/herself. It is expected that all work is the best work and highest quality of which a student is capable.

## **INVITATIONS**

Invitations to private parties cannot be distributed through school, unless ALL students from the classroom are being invited.

## **LOST AND FOUND**

Articles which bear no identification and are left unclaimed will be given to charity, periodically during the year. The school is not responsible for any items that are lost or stolen. Check with the school office for the location of the lost and found container.

## **MAKE UP WORK**

When a student is absent, it is his/her responsibility, upon returning to school, to consult with the teacher regarding work to be made up. Parents requesting homework for an absent student are asked to make the request in a written note, or via the Absentee Hotline (847-296-1163) no later than 9:00 A.M. of the day on which the homework will be picked up after school or sent home with a sibling or friend. The material may be picked up at the school office at 2:45 P.M. Students are given one day make up for one day absent.

## **MISSING CHILDREN**

Upon notification by the Illinois Department of State Police of a child's disappearance, a school in which the child is currently or was previously enrolled shall flag the record of that child in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing child. The school shall immediately report to the local law enforcement authority any request concerning flagged records or knowledge as to the whereabouts of any missing child. Upon notification by the Department that the missing child has been recovered, the school shall remove the flag from the person's record. (325 ILCS55/Missing Child Registration Law)

## **NON-CUSTODIAL PARENT**

*The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regard to parents' rights of access of non-custodial parent to his or her child's school records.*

*Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary.*

*It is the responsibility of the custodial parent to provide the principal with an official copy of the court order.*

*Unless informed otherwise and in writing and with adequate evidence that a parent is not permitted to have unqualified access to the child, the school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours.*

*In cases of joint custody where one parent is in charge of education, unless the court order indicates that the other parent forfeits rights to the records the law is followed. St. Emily School shall give a non-custodial parent the opportunity for a Parent/Teacher Conference upon request, at a time other than that of the custodial parent. It is the responsibility of a non-custodial parent to notify the office, in writing, at the beginning of each school year if he or she wishes bulletins to be held for pick up in the school office, and/or to receive a copy of the report card.*

## **NON-DISCRIMINATION POLICY—see Admissions Policies**

## **OFFICE HOURS**

The school office is open from 7:30 A.M. to 3:00 P.M. each school day. For safety reasons and to teach the students responsibility, students will not be allowed to re-enter the building for forgotten items after 3:00 P.M.

Summer office hours will be posted on the school website [www.stemilyschool.org](http://www.stemilyschool.org).

## **PARENT COOPERATION**

The Catholic Church and St. Emily School recognize parents as the primary educators of their children. The education of students at St. Emily School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a serious decision that is not made lightly. Such a decision would be made only when the parent's actions cause a substantial disruption to the administration or operation of the school. Some examples include:

- The parent who does not like a particular teacher demands a different one, demands that the teacher be terminated and/or attempts to organize parents to demand that the teacher be removed.
- The parent who does not like his/her child's academic placement and, after having presented this viewpoint and discussed it with the principal (who holds to the original decision), will not "let it go." This individual may exhaust all available administrative remedies, but continues to bring the topic up in an aggressive manner and may become threatening.
- The parent whose child does not make a team or get a part in a play or other extracurricular activity, and who behaves as described above.
- The parent whose child has special learning differences and who refuses to (a) have the child tested or (b) to produce the results of testing and who nonetheless demands unreasonable accommodations.

## **PARENTAL GRIEVANCE PROCEDURE**

If a parent has a concern, the parent should contact the child's teacher, and request a conference or phone call. If the parent feels that further action and/or communication is necessary, the principal may be contacted. A meeting with the teacher and principal may be arranged. If a problem remains unresolved, the pastor may be included in a meeting with the teacher and principal.

## **PARENT/SCHOOL ORGANIZATIONS**

Please refer to the St. Emily School Directory

## **PARENT/TEACHER CONFERENCES**

Conferences provide an opportunity to discuss the needs of each child, to develop a better understanding of the child, and the school program. Formal conferences are scheduled for each child two times per year—at the end of the first quarter, second quarter (8<sup>th</sup> grade only), and third quarter (PK-7th only). Additional conferences may be arranged by writing a note to the teacher, by calling the school office to schedule an appointment, or by e-mailing the teacher. Students attend these conferences with their parent/guardian.

## **PERSONAL PROPERTY**

Students should not bring personal property such as radios, iPods, iPads, cameras, electronic games, etc., to school unless the teacher gives permission (Show and Tell, a classroom project or event). Any student who brings such items takes full responsibility for them. A teacher may remove an item from a student's possession if he/she believes it is distracting, or if it might cause a problem. The item may be held by the teacher or in the school office, until it is taken home at dismissal, picked up by a parent, or returned the last day of school.

## **REPORTING OF STUDENT PROGRESS**

*Report cards/PowerSchool access provides parents with tangible evidence of student growth and development, and promote mutual understanding and communication between home and school.*

### **Grading scale**

A 93-100; B 85-92; C 77-84; D 69-76; F 68 and below

### **Progress reports**

PowerSchool access (grades 2-8) provides student progress to parents. These grades/assignments reflect the students' achievement, effort and conduct at that point. These are not kept in a permanent file.

### **Report cards**

Report cards are issued four times a year. All students in grades K-8 receive a report card for each quarter. Formal conferences are scheduled for each child two times per year—at the end of the first quarter, second quarter (8<sup>th</sup> grade only), and third quarter (KG-7<sup>th</sup> only). Report card envelopes should be signed by parents, as receipt of the report card, and returned to the homeroom teacher.

The report card becomes part of the student's cumulative folder.

Report cards may be withheld for non-payment of school debts.

*A student is retained only if adequate evaluation and documentation indicates the student will benefit from retention.*

## **SCHOOL BOARD**

*The school board is a leadership group within the ministry of Catholic schooling. Local school boards are advisory to the pastor and the principal.*

St. Emily School Board meetings, other than those held in executive session, are held every other month and are open to the public. The dates and times are announced in the school's monthly calendar.

A particular time is stipulated on the agenda to allow visitors to address the Board. An individual may speak for a specified amount of time (2-3) minutes on matters that concern the school board.

## **SCHOOL SECURITY**

The school doors are locked during the time school is in session. Admittance is accessible by ringing the bell at the main entrance. All parents and visitors must sign in at the school office. Visitors should return to the office to sign out after concluding business. No parent or visitor may go to a classroom without reporting to the school office.

## **SCHOOL VISITATION RIGHTS**

St. Emily School welcomes visitors and interested members of the community. For the safety and protection of all the students, all visitors are required to report to the office and sign in/out when entering and leaving the building.

Forgotten items for a student should be left at the school office, and the student will be called down to get the item. Parents should not deliver items to the classrooms as it is disruptive.

## **SEARCH AND SEIZURE**

*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. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct. While lockers, desks and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.*

*All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.*

*The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.*

## **Substance Abuse by Student**

Drug/alcohol possession, use, and/or sale are in violation of the rules of St. Emily School. The consequences for violating the school rules may include (but are not limited to):

- Suspension pending school investigation
- Conference with principal, parent/guardian, child, pastor, and other appropriate persons as determined by the principal. Appropriate confidentiality shall be maintained.

- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success the principal may choose continued suspension and/or expulsion. In extreme or special circumstances expulsion may be considered at an earlier time in the process.
- Police notification shall be made at the appropriate time, as directed by law.
- Mitigating circumstances warrant differences in procedure, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures, etc.

### **Weapons**

- School officials shall report weapon violations to the local police, and shall notify Illinois State Police of such incidents, through the School Incident Reporting System (SIRS).
- The definition of weapons for which students can be expelled includes knives, handguns, brass knuckles, billy clubs, look-a-likes, including toys, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.
- School authorities are allowed to inspect and search places such as lockers, desks, and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants.
- Students shall not carry, possess, or use weapons, look-a-likes, including toys, in school or on school premises.
- Depending on violation circumstances, student shall be counseled, suspended, or expelled.
- School officials will notify parents/guardians of the student in violation.

### **SEXUAL HARASSMENT**

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

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

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

School officials will notify local police of written complaints from school personnel concerning instances of battery committed against school personnel. The administrator shall also notify the Illinois State Police, within 3 days, through the SIRS.

## **SPECIAL SERVICES**

The Special Services Program assists those children who are exhibiting difficulties with academic success. A specific program may be set up to help develop the child's main information channels as well as aid the child in storing or retrieving previously learned skills, concepts, or values.

The Director of Special Services/Assistant Principal will be the administrator in this process. In this capacity she will work with the students, assist teachers with modifications and accommodations for special needs students, including tests and homework, writing of ISP and ISEP plans. She may work with a counselor in meeting with students, teachers, and parents regarding programs and progress of special needs students. She is the liaison between St. Emily School, the school districts, and families represented.

## **STANDARDIZED TESTING PROGRAM**

St. Emily School currently uses the ACT Aspire Standardized Testing Program. Standardized tests are administered to students of grades three through eight in the spring of the year. The results are made available to the school and parents usually in July. Teachers and administrators use this information to verify daily classroom experiences, and to assist meeting the needs of the students in the educational programs, and to assess curriculum needs.

## **TECHNOLOGY USE**

St. Emily School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in St. Emily School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

School personnel will:

- Teach proper techniques and standards for Internet participation.
- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuses of the Internet could result in loss of access privileges.
- Monitor related concerns: privacy, software policy, copyright laws, email etiquette, approved/intended use of school's Internet resources.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. St. Emily School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Emily School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

Improper use of the St. Emily School Technology Resources is prohibited. Uses of the St. Emily School Technology Resources that are prohibited include, but are not limited to:

1. Violating students' rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, password on any computer or system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, gestures in any form on the Internet.
11. Using the Internet for entertainment or limited self-discovery function.
12. Using the Internet for unauthorized purchases.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet System.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, the school may conduct an investigation or require a student to cooperate in an investigation, if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; if such an investigation should occur, the school may require the student to share social media content in the course of such an investigation.

The student and parent/guardian must sign an Internet use agreement, before the student is given access to the school's internet resource, acknowledging the requirements of the guidelines on student acceptable use. School personnel or the parent/guardian may withdraw Internet access at any time.

## **TELEPHONE USE**

Students may make emergency calls in the school office with the permission of school personnel. Students will not be allowed to call home for forgotten homework, P.E. clothes, projects, signed papers, etc.

If it is necessary to let a child know about a change in procedure for going home, please contact the school office before 1:00 P.M.

## **TUITION AND FEES**

Tuition is reviewed and determined on an annual basis. Fees are also reviewed to help with the cost of books, materials, technology and other equipment. Archdiocesan policies are followed in the preparation of the budget. Information on current tuition and fees is available in the school office. Payment procedures and requests for payment plans should be directed to the school office.

## **VACATIONS**

Family vacations that do not coincide with regular school holidays are strongly discouraged. They are disruptive for the child and the teacher. If such a vacation is necessary, please send a written note to the child's teacher, before the planned vacation. Please do not expect advance assignments during the child's absence. Make up work is the responsibility of the student upon his/her return to school.

## **VOLUNTEERS IN CATHOLIC SCHOOLS**

*The Archdiocese of Chicago requires that employees and volunteers working with and/or ministering in parishes, schools and agencies comply with the safe environment protocols for the protection of children and youth before service begins. It is suggested that all parents/guardians complete the required paperwork when they register their child/children to participate as a volunteer when the opportunity arises.*

Volunteers are required to complete a file which includes:

- 7703 Archdiocesan Application for Employment or Volunteer Service
- Criminal Background Check—eApps—online application
- Code of Conduct read, signed and dated
- Virtus Training Program—Protecting God's Children and Youth
- CANTS 689 form (Child Abuse and Neglect Tracking System) submitted to principal annually

## **WELLNESS POLICY**

*Schools of the Archdiocese of Chicago are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. It recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. (ES 105.1)*

*The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including*

*goals for nutrition education, physical activity and other school based activities designed to promote students' wellness.*

Items in italics are quoted directly from *Handbook for Elementary and Secondary School Administrators*, Archdiocese of Chicago, Office of Catholic Schools, 10/06/2017.

Revised: 2018-2019

## **Confirmation and Acceptance of Parent/Student Handbook**

(Parent/Guardian, Student Signatures Required)

This handbook offers important information, procedures and policies relating to the day to day activities at St. Emily School. Please read the entire handbook carefully, and go over it with your child/children. Please keep it and use it for future reference.

To acknowledge that you and your child/children have read the Parent/Student Handbook, sign and return this form to the school office.

Parent/Guardian signature: \_\_\_\_\_

Parent/Guardian please print name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Revised: 2018-2019

**ST. EMILY SCHOOL  
PARENT/GUARDIAN TECHNOLOGY ACCEPTABLE USE CONSENT FORM**

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

**PARENT/GUARDIAN**

I have read and agree to St. Emily School's regulations for the use of the school's technology resources and have discussed them with my child/children. In consideration of the privilege of my child/children using the school's electronic communications system\*, and in consideration of having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child/children's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations.

\_\_\_\_\_ I give permission for my child/children to participate in St. Emily School's electronic communications system, including the Internet, and certify that the information contained on this form is correct.

\_\_\_\_\_ I do not give permission for my child/children to access the Internet at St. Emily School.

Signature of parent/guardian \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home phone number \_\_\_\_\_

\*Including but not limited to Internet access, fax, email, computers, iPads and telephones

Revised 2018-2019

**ST. EMILY SCHOOL  
STUDENT TECHNOLOGY ACCEPTABLE USE CONSENT FORM**

**STUDENT**

I understand that access to the school technology resources is not private and that the school will monitor my activity on any of those resources including the computer system, e-mail and files but not limited to these particular resources.

I have read and discussed with my parent/guardian the regulation for the school's technology resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access. I also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accord with the code and that appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

(If a student is too young to read the Technology Use Policy of the school technology resources, the parent/guardian is asked to provide assistance.)

Student signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

Revised: 2018-2019