

ST. GENEVIEVE CATHOLIC SCHOOL



FAMILY HANDBOOK
2022-2023
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SAINT GENEVIEVE CATHOLIC SCHOOL

Founded by the Sisters of Providence, St. Genevieve Catholic School has been serving the Belmont-Cragin neighborhood since 1925. From a long-standing tradition of graduation ribbons to May Crowning, it is a school infused with faith traditions. For over 90 years, St. Genevieve has provided a top quality education and prides itself on sending graduates to some of Chicago's best high schools. We boast some of the top reading scores in the area, and have programs to reach all learners including afterschool enrichment and tutoring. We believe in fostering a well-rounded student and therefore offer a variety of after-school activities including athletics and choir, among others.

MISSION STATEMENT

The mission of St. Genevieve Catholic School is to instill Christian values through a quality education.

St. Genevieve Catholic School encourages students to become life-long learners through a student-centered environment.

St. Genevieve Catholic School promotes a sense of community among the diverse members of the parish and motivates students to become responsible participants of society.

PHILOSOPHY

The education of our youth is a responsibility shared by St. Genevieve Catholic School with parents/guardians, church, community and government.

The school addresses and embraces the diversity of culture, race, and ethnic origins of its students. At the same time, St. Genevieve Catholic School recognizes that each student is a unique individual and incorporates strategies to meet the needs of the different learning styles.

Assuming responsibility for the education of our children, St. Genevieve Catholic School gathers resources and knowledge, which can empower the emerging person to construct a peaceful, just, and greathearted world.

St. Genevieve Catholic School recognizes its privileged relationship with the parents /guardians of the students who are the primary teachers and motivators of their children.

Sharing in the mission and ministry of our parish community, St. Genevieve Catholic

School models and reflects upon the teachings of the Word of God through our motto, "Where Jesus Is The Heart Of All That Matters."

SAINT GENEVIEVE CATHOLIC SCHOOL

Governance

St. Genevieve School operates under the auspices of the Archdiocese of Chicago. Therefore, the school adopts in whole all policies set forth in the Educational Policy Manual for School Administrators published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Non Discrimination Statements

As per Illinois PA 102-0360, St. Genevieve School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

St. Genevieve School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

School Family Handbook

This handbook has been compiled to provide information necessary for effective communication between the school and the parents/guardians of children attending Saint Genevieve Catholic School. Please read it carefully and keep it for reference

during the school year.

School rules contained in this handbook express our code of discipline and are necessary to achieve the education goals of the school.

Pupil-parent-teacher relationships are an integral part of the child's learning experience. Hopefully, this handbook will contribute to that end, as well as serve as a single source of valuable information for you, the parent/guardian.

❖ Statements in this handbook are subject to amendment without notice at the discretion of the principal. The school will attempt to keep you informed of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

❖ Pronouns used in reference to persons throughout this handbook are intended as generic terms.

ACCREDITATION, MEMBERSHIP, LINE OF AUTHORITY AND COMMUNICATION

Saint Genevieve Catholic School is fully recognized by the State of Illinois, and is part of the Archdiocese of Chicago Catholic School Systems.

Faculty and Staff - The members of Saint Genevieve Catholic School Staff work together as professional Catholic educators. They are all certified by the state of Illinois holding baccalaureate, master degrees, and beyond. Each full time teacher completes the annual requirements for religious and professional growth. All employees have fulfilled the screening and education requirements of the Office for the Protection of Children and Youth of the Archdiocese of Chicago. Saint Genevieve Catholic School does not discriminate on the basis of sex, race, color, or national and ethnic origin in its hiring practices.

Communication Family Responsibilities: As reflected in our school philosophy, it is essential that home and school work together and respect each other in the discharge of our respective obligations concerning the children. Families are expected to communicate all necessary information to the school including:

- Orders of protection concerning the child and any adult, especially a parent
- Reasons for absences and tardiness
- Reasons for students out of uniform
- Necessity for early dismissal
- Names of authorized persons who may be picking up the student
- Updated emergency information and information for reaching members of the family.
- Any other information the family feels is pertinent to the education of the student.

As partners in the education of children, the parent/guardian is expected to

demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on or off the school grounds or at school related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year. Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Parents /guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Families are to be aware of, and respond to all communications sent home from school. This includes:

- The Thursday Folder which is sent home each week with the oldest/only child in the family. This must be signed and returned to school on the next day.
- Signing notes, behavior notices, tests, homework, progress reports and detentions sent home by a teacher.
- Families are asked to take special note of any materials that must be returned by a deadline.

All families will be asked for an e-mail contact at the beginning of the school year, and teacher and administrator e- mail addresses will be available on the website. This is an appropriate means of communication between teachers/school office and home.

Families are asked to support the school in regard to the homework policy.

Families are asked to verify any problems occurring at school by checking first with the teacher. Please discuss all issues with the teacher first. If a problem still exists, the principal should be contacted. Respecting the teachers' need to prepare for class, parents are asked to set up appointments to meet a teacher. This may be done by calling the school office, sending a note or email. Please do not ask to speak to a teacher when the children are entering school in the morning or being dismissed at the end of the school day.

Families are asked to support the disciplinary measures of the school by emphasizing that it is the responsibility of the student to attend detention, make up missing work or pay fines.

One of the best examples a family can give to a child is by regularly attending Sunday Mass together and stressing Christian values in the home.

School Responsibilities - Families can expect the following from St. Genevieve School concerning student academic progress:

- Teachers have well-planned and carefully executed lessons, using a variety of methods and materials, correlated with the Archdiocesan curriculum and the Learning Standards of the State of Illinois.
- Further professional screening, testing and tutoring will be suggested when it appears that these will benefit the student.

- Staffings will be held with parents/guardians of a child who is experiencing academic difficulties or who may be in need of retention.
- Teachers are available, by appointment at mutually agreeable times, to meet with families.
- During “Meet the Teachers” Night held at the beginning of the school year, each teacher will give the families information necessary to follow and support their child’s progress during the year.
- Homework assignments are listed each week for each grade on Edline, but the students retain the responsibility for recording and completing their daily assignments.
- Information from teachers, updated calendars, information regarding school events and fundraisers, as well as information from our School Board and Parent Clubs sent out each week in the Thursday folders. Each Thursday folder will normally also contain a newsletter from the principal.
- St. Genevieve School staff will challenge each student to become the best person he/she can be by using discipline that is fair, consistent and firm. Corporal punishment will never be used. Because education is a cooperative effort, teachers are encouraged to use frequent communication with parents by note and email to resolve discipline and behavior issues.

ADMISSION - Saint Genevieve Catholic School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of school sponsored programs. The school endeavors to educate all students within the limits of the school’s educational program.

Admission Policies: The order of priority in the admission of students to elementary schools in the Archdiocese of Chicago and endorsed through policy by the Parish School Advisory Board shall be as follows:

1. Children of Parishioners
2. Children from families with children already enrolled.
3. Children are now reaching school age.
 - a. Pre-Kindergarten - Age 3 & 4 - Before September 1
 - b. Kindergarten - Age 5 - Before September 1st.
 - c. Grade One - Age 6 - Before September 1
4. Transfer students from other Catholic schools that are closing, merging or consolidating.
5. Children of Non-Parishioners
 - a. Children from families with children already enrolled.
 - b. Children from families newly moved into the parish whose children have been in Catholic schools where such were available or from public schools where Catholic schools were not available, providing the children attended CCD classes.
 - c. Children are now reaching school age. (see 1a-c)
6. Transfer students from public schools will be accepted on an individual basis following a conference with the principal.
7. Students will not normally be accepted for the 7th and 8th grades. Exceptions to any of the admission priorities as stated may be made at the discretion of the principal.

School Student Records

Missing Persons Records Act:

St. Genevieve School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

Transfer Students (in/out)

Certified copies of transfer in students' records are requested within 14 days of enrollment. For students transferring out, **unofficial** records of students transferring to other schools are sent within 10 days of the request. **Official** records are sent once all financial obligations have been met.

At-Risk Students - A child who is assessed by the teacher(s) and determined to be at risk academically and/or socially, of not being able to accomplish the work of the chronological age appropriate grade level, after being in pre-kindergarten, kindergarten, or grade one for a period of six to eight weeks, may be placed one grade lower or required to seek placement elsewhere. Parents/guardians will be consulted during the period of observation and decision making.

Pre-Kindergarten, Kindergarten, Grade One: A birth certificate issued by a county, state, or national agency evidencing that the child will be age appropriate for the grade level seeking admission. If an exception to this rule for age appropriate grade level is made by the principal, parents are to be aware that the transfer grade level to another school may not be accepted. A notice of exception will be placed in the student's file.

Medical, Vision and Dental requirements for admission - Medical, vision and dental examinations are required for all students entering Kindergarten and/or grade 1 or school for the first time, as well as those entering grades 2 and 6. Transfer students must also present proof of these examinations. All medical, dental and vision exam requirements are established by the State of Illinois, and must be presented to the school office before the first day of school each year.

Transfer students at all levels - Transfer students on all grade levels are required to present a transfer, last report card and health records supplied by the sending school. If the records are not available, Illinois law requires that the parent/guardian provide evidence of the physical examination and immunizations described above. The child may not be admitted to school unless evidence of this material is presented. All transfer students are accepted on probation for the first semester of attendance.

ATTENDANCE/Truancy - Regular and punctual attendance is essential and parents /guardians are urged to enforce that habit. For your child's protection, each absence should be phoned in by 8:15 am on school days. The answering machine will take your message if office personnel are unavailable. If a child is absent and the parent/guardian does not notify the school, the school secretary will attempt to contact the parent/guardian to question the absence. To alleviate any undue anxiety and concern on the part of the school and out of respect for the value of the time of the secretary, please phone the school as directed above.

Daily school attendance is compulsory in the State of Illinois for children 6 through 17 years of age. Therefore, all students enrolled in grades K-8 are required to attend school daily. The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

If the student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, school officials will investigate the situation and take appropriate action. A student is considered truant when he/she is absent from school for a school day or portion of the day without a valid cause.

When trying to identify the causes of unexcused student absenteeism, the school shall, at a minimum, include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem.

Supportive services will be made available to truant or chronically truant students. These services shall include, but need not be limited to, parent conferences, student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

Early Dismissal - When it is absolutely necessary for a student to be excused from school for medical/dental appointments or an emergency, a note signed by the parent/guardian indicating the name of the adult who will pick up the child, must be sent to the teacher beforehand. For the safety of the student, the parent/guardian or designee is to come to the school office to sign out the student. No student will be permitted to leave the building without the parent/guardian or an authorized adult. The teacher will then be notified by the office to release the child.

Daily Attendance - The school building opens at 7:45 a.m. Students are expected to be in their classrooms by 8:00 a.m. for Morning Prayers. Students are not to wait unattended outside before 7:55 . Before school care is available at a modest fee to accommodate working parents. The school is not responsible for students who arrive before the school building opens and do not take advantage of before care.

Students are dismissed at 3:00 p.m. Only those students who have permission from their parents/guardians to remain for after-school activities are allowed in the building after that time. After School Care is available at a modest fee to accommodate working parents. If parents cannot be reached to pick up their child, he/she will be sent to After-care, and the parents charged accordingly. Students are not to wait for rides after school on school property. If a ride is late, students will be sent to Aftercare and charged accordingly. This is an important safety issue.

Tardy - A student entering the school building at 8:00 a.m. is considered tardy and will be so marked on his/her attendance record. Tardiness is not taken lightly. It is a disruptive practice, inconsiderate of self and others. If the student is late 3 or more times each quarter, parents will be assigned an extra hour of service time.

Chronic Absentees - A student who during the school term accumulates thirty (30) absences will risk repeating the grade if mastery of skills at grade level is not demonstrated. (Policy-School Advisory Board)

Vacations - Absences due to the taking of a vacation during the school term is seen as

a serious interruption of the student's educational program and therefore strongly discouraged.

Schoolwork is not provided in advance for extended absences. The teacher will not be responsible for providing individual instruction and/or assignments in anticipation of a vacation. Teachers will not provide tutoring or make-up assignments when the student returns. To receive credit for work missed during a vacation; students need to complete all the assignments. Students need to be in school to receive the formal education provided by the school.

It is virtually impossible for students in the early primary grades to make up the time lost. The same is true for students who have difficulty learning. Grades are affected since the scores are based on total participation, not only on paper work.

Parents/guardians who take children out for vacation purposes will be asked to sign a form acknowledging an understanding of the consequences.

CURRICULUM/GRADES AND ACHIEVEMENT Students are challenged to learn in classroom settings, which remain the core learning areas. Learning takes place by the teachers first coming to know the students and to know the student's potential and then through the use of organized programs in each of the disciplines to include: religion, reading, spelling, language arts, mathematics, science, social studies, handwriting, music, art, computer, library science, and physical education. The program includes departmental systems, unit studies, cooperative learning, tutoring, and laboratory programs. The students' experiences include abstract analysis and multi-sensory experiences. Our use of the AIMS Web program also allows teachers to use regular formal assessments to determine student progress.

Homework - Homework is the oral written reinforcement and/or enrichment of concepts presented in class. It may include the completion of class assignments.

Time allotted for homework varies by grade level and by subject area. It is important that a quiet place and time be incorporated into the child's weekday schedule at home. Parent/guardian interest in the work of the student is essential to a feeling of self worth leading to higher achievement. Because of extended projects assigned in the upper grades, homework can often extend to weekends or longer periods of time. Students not completing homework may be assigned to homework detention.

A guideline for the amount of time spent on homework follows:

Grades 1 and 2.....15 to 45 minutes

Grades 3, 4 and 5.....30 to 60 minutes

Grades 6, 7 and 8.....60 to 120 minutes

Make-up Work - When students are absent, it is their responsibility upon returning to school to consult with the teacher regarding work to be made up. Parents/guardians may request homework for students for a period of two or more days. This request should be made no later than 8:30 a.m. of the day on which this material will be picked up after school. Such work is not prepared for a one-day absence. Students have the number of days absent to make up missed work (example: 2 days out=2 days to make up work).

Grading System/Criteria - St. Genevieve Catholic School uses a grading scale set by the Archdiocese of Chicago. As a Catholic school, we pride ourselves on holding high standards for our students, and therefore our grading scale is higher than many of the

local schools.

The following grading scale, "Development Grade Scale" is used for Preschool and Kindergarten.

The following grade scale, "ABC 95.3" is used for Grades 3-8.

Progress Report - Midterm progress reports are issued at each mid-quarter, for grades 3 through 8 and as needed for grades 1 and 2, as a report of achievement and needs for improvement to that point in the quarter. The purpose of the report is to affirm positive efforts and to remind students and parents of those who demonstrate some deficiencies that there is time to apply talents, intelligences, and discipline before the end of the quarter. The signed report must be returned by the following Monday. If not returned, parents will be contacted.

Report Cards - Report cards are issued at the end of each academic quarter through the Thursday folders. Any report card with one or more failing grades (F) must be picked up in person by a parent or guardian. The report card envelope must be signed and returned to school by the following Monday.

Student's in Kindergarten, 1st Grade and 2nd grade used Developmental Scale

Student of the Month

Students are selected by the homeroom teacher for Preschool – 5th who has exemplified the following:

- ❖ appear to have internalized the Gospel message of charity, peace, and justice.
- ❖ help to create a pleasant atmosphere by capturing an appreciation for the gifts of life.
- ❖ demonstrate an ability to see and articulate diverse alternatives to the solving of problems, artistic expressions, and /or projects.

Academic Achievement Recognition- Students of grades 6, 7, and 8 will be honored for their achievements according to their ability to meet guidelines for the Honor Roll or High Honor Roll.

Guidelines:

High Honor Roll - A student must have achieved a grade point average of 3.50 and above. Honor Roll - A student must have achieved a grade point average of 3.0 to 3.49.

A student must also have completed all assignments, performed above satisfactory in their schoolwork, and put added effort into their work.

Perfect Attendance - Students with perfect attendance (present and on-time) are recognized at the end of each year.

Promotion - A promotion is an indication that a student has satisfactorily completed and mastered the work of the previous grade level. Promotion is conditioned upon receiving a passing grade in all major subjects as indicated on the quarterly progress report. Major subjects include religion, reading, mathematics, language arts, science, and social studies.

If a student has obtained a (F) grade for any three quarters in a given year in any major subject, promotion will be contingent upon: 1. Attendance at summer classes in that subject, and evidence of improvement. 2. And/or upon the degree of ability to manifest expected proficiency 3. And/or upon natural ability and other subjective circumstances

In addition to the above academic criteria, a student's inability to progress sufficiently in social development might lead to retention. All decisions concerning retention are at the discretion of the principal. Parents will be notified of the possibility of retention at the 2nd quarter report card time.

Field Trips- Field trips are planned periodically to correlate with the educational programs. Such trips are used as part of a unit of study or to expose the children to different educational and cultural opportunities. The cost of the trip varies with the length and location of the trip and entrance fees. Prior to scheduled trips, a permission slip and list of expectations is sent home with the student for the parent/guardian signature. If the students are to bring extra spending money, that indication will be made on the permission slip. The signed permission slip must be returned before a student leaves on the trip. Verbal permission will not be accepted. The principal and /or teacher may exclude a student whose conduct indicates that his presence would constitute a high risk. Parents/guardians will be notified accordingly. Unless the permission slip indicates otherwise, students are required to dress neatly and in uniform. Inappropriate clothing will not be allowed on field trips (to be determined by the teacher and principal). Students who do not meet the above requirements, or those specified on the permission slip on the day of the field trip will be asked to call for a change of clothes. Should this not be possible, they will not be allowed to go. All adult chaperones for field trips must have completed Archdiocesan requirements for Background screening, and attend Virtus and DCFS Training.

School Supplies- Each child is expected to have available the school supplies designated at the beginning of the school year. Students in grades 2-8 are required to have an assignment notebook. An assignment notebook will be available for purchase during business days in August and from the school office.

Testing Programs- The complete formal testing programs consists of the following:

1. I-Ready Multiple Assessment test is administered to students in grades 1—8.
2. All Catapult/Title I students are tested yearly with the Terra Nova Exam.
3. AIMS Web testing is administered 3 times during the school year to assess progress in reading and math.

Religious Education - The program followed at Saint Genevieve Catholic School is consistent with the National Conference of Bishop's documents, and the Catechism of the Catholic Church. The students are given foundations in liturgy, doctrine, and morals, and obtain an ease and familiarity with using and praying from scripture. Religion textbooks are approved by the Office of Catholic Schools.

The students are prepared for the sacraments of Reconciliation and First Eucharist in grade two (2). Confirmation preparation takes place during the eighth grade (8). Parent meetings are scheduled during the preparation periods for each of these sacraments. Attendance is mandatory. Nonattendance is interpreted as a decision on the part of the

parent/guardian that the child is not to receive the given sacrament during the academic year.

All registered students participate in the religious education program of the school. Parents are encouraged to realize that their own witness to faith and expressions of peace, justice and great-heartedness are central to fostering the faith of the children. Home prayer, active participation in parish functions, particularly Sunday Eucharistic Liturgy (Mass) and the witness of their own values consistent with the model of the life of Jesus are fundamental.

Library - Instruction in the use of the library is extended to the students on a regular scheduled basis for grades one through eight. Books may be borrowed from the library for a period of one week. It would be helpful if parents/guardians would read aloud and discuss books with younger children and stress the responsible care of books to all children. A fine of 25 cents per school day is charged for late returns. Late fees not paid and replacement fees for list books will be added to the tuition bill at the end of the year.

Accelerated Reader - Beginning in 2008, St. Genevieve has utilized the Accelerated Reader Program as a means to increase student grade reading levels. Each student is prepared for this program with an initial Star Reading Test, and works with the teacher on yearly reading goals. Accelerated Reader is considered a separate part of the reading grade.

Social Media

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), 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. The administration and faculty 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 rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

Social Media Investigations:

Will be conducted in accordance with (105 ILCS 75/) Right to Privacy in the School Setting Act:

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 or app.

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 and therefore the school may require the student to share content in the course of the investigation.

Chromebook/Ipad User Agreement

All Parents must sign off on the Chromebook Agreement prior to a student receiving their Chromebook.

Purpose: In order to support a personalized approach to learning, St Genevieve School is providing Chromebook or Ipad devices to students. Like a textbook, the device is a resource to support learning.

Students with devices are required to follow the guidelines within this document.

Receiving the Device: Parents must sign an agreement to their school before a device can be issued. Device is only to be used on school property. The use of devices provided by St. Genevieve School is not transferable to anyone and terminates when a student is no longer enrolled at the issuing school.

If a device is taken out of the property of the school, students who transfer or withdraw at their school for any reason must return their device on the date of withdrawal/termination. A student who fails to return the device will be subject to paying up to the full replacement cost of the device and any accessories, and may also have grade cards, transcripts, diplomas or certificates of progress withheld until restitution is made.

Damage and Loss: All issued devices are the property of St. Genevieve School. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for paying the fines outlined in this document.

Software Applications: No one other than an authorized school official may delete applications from the device. "Jailbreaking" and hacking of devices is not permitted.

Participation: If you do not sign and return this form, a device will not be issued to the student. If you have questions or concerns about your student using a device, you can contact the school principal. We do not allow the use of your own personal device because we have necessary monitoring software that will install only on registered school devices.

Fines for Device Damage, Loss, or Theft: If for any reason the device is lost, stolen or damaged during the time it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian are responsible for the repair or replacement cost of the device, at the time of loss.

Theft: If the device is stolen during the time that it is issued to the student, the student and the student's parent/guardian will be responsible for filing a police report.

Failure to Return a Device or Accessories upon Withdrawal from the School: A student who fails to return a device or any accessories without reporting them lost or stolen will be responsible for the full replacement cost of the items that were not returned.

DISCIPLINE

Expectations – Expectations of behavior are always to be consistent with Christian attitudes and Catholic beliefs. Students are expected to follow school rules and policies at all times. They are to follow directions, complete assigned tasks and turn them in on

time. Students are to be respectful of fellow students, faculty & staff members, and of school and personal property.

Extra-Curricular Activities – Students participating in extracurricular activities and school sponsored sporting events must follow the guidelines for behavior and grades as stated in the participation policies of those activities.

Permissible Corrective Measures: Teachers enforce good classroom behavior through the use of positive reinforcements and the following corrective measures:

- Personal conference with the student
- Consultation with the principal
- Conference with parent/guardian
- Loss of minor privileges
- Detention at lunch or after school with communication to parent/guardian
- Written statement of expected behavior

Teachers are not permitted to use corporal punishment, religious practices as punishment (kneeling, writing prayers, etc), meaningless writing practices, fines, unsupervised isolation, group punishment or alteration of grades. Grades are to reflect academic performance only, not behavior.

Conduct Referrals are used to communicate to the parent/guardian a behavior problem and/or incident if a parent cannot be reached by phone or e-mail. These forms are to be signed by the parent/guardian and returned to school the following day. Repeated Conduct Referrals will lead to a detention and/or a conference with the parent/guardian.

Teachers are encouraged to maintain communication with parents by phone and email concerning discipline issues before a conduct referral is issued.

Detention - A detention system is used when deemed necessary by a member of the faculty and/or principal. Such reasons might include: infractions against school rules, missing work, classroom disruption, disrespect, or repeated dress code violations. Depending on the infraction, according to the judgment of the faculty member/principal, these may last from ten minutes to a full hour. If the same incident occurs thereafter, a consultation between teacher, parent/guardian, and student may be arranged. The detention is served on the day indicated on the notice sent home for parent signature, and is never served on the day for which it is issued. The detention slip is to be returned to the issuing teacher the day following issuance, having been signed by parent/guardian. The signature of the parent is necessary to notify the parent of the infraction so as to elicit support and as a safety precaution.

Failure to return a detention notice to school will result in a 2nd detention. Failure to return a 2nd detention notice will result in a one day in-school suspension and a mandatory teacher/parent conference.

Lunch Detentions - Students may also be issued a lunch detention, to be served during recess on the day it is issued.

Suspension - Suspension at Saint Genevieve Catholic School involving an in-school suspension or out-of-school suspension means being temporarily dismissed from or excluded from attending regular classes. The difference between it and expulsion lies in the possibility of the student being readmitted to the system. This however, can only

happen when a combined assurance and effort of parent/guardian and student remove the reason for suspension.

Suspension will be given for any of the following or other circumstances which in the judgment of the teacher and principal merit this form of discipline:

1. Insolence toward authority and /or any adult
2. Continued disruptive behavior which hampers the teaching/learning process
3. Defacing parish or school property. Note: Monetary compensation will be expected for such actions
4. Truancy (including leaving the school grounds without permission)
5. Theft
6. Physical fighting and endangering the well-being of others
7. Possession and/or use of harmful materials and substances, such as: knife, gun, explosive devices, weapons, questionable reading materials, tobacco, drugs, and alcohol.
8. Harassment and/or bullying. (see definitions below)
9. Any other offense deemed serious enough for suspension by the principal.
10. Chronic missing homework.

Assignments are not provided during the period of at-home suspension. The student receives no credit for work missed during the period of at-home suspension. During an in-school suspension, all assigned work must be completed.

Expulsion - This is a very serious consequence that is invoked rarely and then only as a last resort. It involves being permanently dismissed from attending Saint Genevieve School. Expulsion is determined by the principal, in consultation with the pastor and associate superintendent.

Snowballing - Snow is not to be thrown during any time that the children are gathering within the school vicinity. This action is frequently the cause of serious injury and is considered a serious offense.

Plagiarism - Plagiarism is the copying of another person's material, whether in part or in whole, and included in a student's academic work as if it were his/her own, without credit to the original source or author. This type of improper copying can be from another student's work, published printed work, or from an internet source. Students are instructed in appropriate methods of citing sources, which does not include "cut and paste" without giving a source. Plagiarism may result in a zero for the particular assignment and a detention. Chronic acts of plagiarism will result in stricter disciplinary measures.

Search & Seizure - School authorities are allowed to inspect and search places such as lockers, desks, parking lots, and other school property, as well as personal effects left in those areas by students without notice to or consent of students without search warrants. School authorities may request the assistance of law enforcement in conducting the searches. Students shall not carry, possess, or use any weapons or any item deemed dangerous by the principal in school or on school premises. Weapons include, but are not limited to the following: knives, handguns, brass knuckles, "Billy clubs" bats, pipes, sticks and any other objects that cause bodily harm. These items will be confiscated and disciplinary actions taken. Depending on violation circumstances, students may require counseling, or may be suspended or expelled.

School officials shall report weapons violations to the local police.

Bullying

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional or sexual) including communication 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's mental or physical health
 - Interfere substantially with the student's academic performance
 - Interfere substantially with the student's ability to participate in or benefit from the services, activities or privileges provided by the school.
- Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation and retaliation for asserting or alleging acts of bullying. Cyber bullying can include all of the above, as well as the use of electronic tools, social media sites, blogs and websites to harm a student with electronic text, photos or videos.

Harassment - The Pastor, administrator and staff of St. Genevieve School believes that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to each complaint 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.

Gang Affiliations - Substance Abuse, and Acts of Violence- Parents of students involved in incidents that include: use, possession, distribution or being under the influence of: alcohol, tobacco, or drugs; involvement in gang-type or gang activity, vandalism; language whether written, voiced or expressed through body language, which is disrespectful, crude, or explicit in its representation of sex acts, and serious incidents of bodily harm or endangering another will immediately be notified to remove the student from the school setting.

A period of suspension will normally follow. Reinstatement will not take place until a meeting is held between the student, parent/guardian, principal, and/or other school personnel, along with any other affected parties as determined by the principal.

Resolutions of matters related to the above may take the form of required counseling or certified professional assistance; disciplinary measures deemed appropriate by the school principal, to include probationary reentry.

Based on circumstances and the severity of the matter, the police will be notified as directed by the law. (Parish School Advisory Board Policy).

Hazing

Hazing in any form is strictly prohibited at St. Genevieve Catholic School. Anyone with knowledge of hazing activities needs to report such activities to the school

administration immediately. The Illinois Compiled Statutes (720 ILCS 5/12C-50.1) defines hazing as follows: “A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution in Illinois for the purpose of induction or admission into any group, organization, or society associated with the institution, if: the act is not sanctioned or authorized by that educational institution; and the act results in bodily harm to any person.

Failure to report hazing is a Class B misdemeanor. Hazing itself is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony. “Failure to report a hazing incident occurs when a school official (any and all paid school administration, teachers, counselors, support staff, and coaches, as well as any and all volunteer coaches employed by a school, college, university, or other educational institution in the state of Illinois) commits failure to report hazing when: 1. while fulfilling his/her official responsibilities as a school official, he/she personally observes an act which is not sanctioned or authorized by that educational institution, 2. the act results in bodily harm to any person, and 3. the school official knowingly fails to report the act to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement.

“It is an affirmative defense to a charge of failure to report hazing under this Section that the person who personally observed the act had a reasonable apprehension that timely action to stop the act would result in the imminent infliction of death, great bodily harm, permanent disfigurement, or permanent disability to that person or another in retaliation for reporting. Nothing in this Act shall be construed to allow prosecution of a person who personally observes the act of hazing and assists with an investigation and any subsequent prosecution of the offender.” St Genevieve School defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Some practices associated with hazing carry the potential for serious bodily harm or even death. These practices may include: tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (padding and “red-bellying”), “kidnapping,” consuming unreasonable/unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior.

Battery Against School Personnel

The principal will immediately notify the Chicago Police department officials of written complaints from school personnel concerning instances of battery committed against school personnel and the Principal will notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

Weapons Possession

Weapons of any nature (look-a-likes included) are strictly forbidden in any school building at any time. Any violation will likely result in a suspension or expulsion. Confiscation and other penalties will be determined by the school. A weapon will be defined as any instrument that can be used to bring harm to another person. The Chicago Police department and parents will be notified immediately if a student is in possession of a firearm. The Illinois State Police will also be notified through the School Incident Reporting System (SIRS) in IWAS.

Use, Possession, or Distribution of a Controlled Substance which includes but is not limited to Smoking/Vaping

Any student under the influence of, in possession of, found in use of, or selling alcohol, narcotics, nicotine, vaping or any other controlled substance during the school day, at a school sponsored activity, or on or off of the St. Genevieve School campus, will be subject to dismissal from St. Genevieve School. Any student suspected of drug use can be required to take a drug screening test at the expense of the family. Results must be shown to the Administration. Once the Administration has determined that a drug screen is necessary the family has one day to make an appointment and be screened for the test results. The Administration must be shown the results as soon as possible. Any St. Genevieve School students found on any public medium or otherwise (i.e. pictures, blogs, etc.) to have been holding alcohol or other illegal narcotics will incur penalties by the Administration. Any student found giving away, distributing, and/or selling any of the substances prohibited above may be dismissed immediately. The school has assumed the responsibility for, and, therefore, has jurisdiction over the behavior of students at any school-related and/or school-sponsored events on or off campus. The school will also hold accountable students whose actions at any time jeopardize the good name of St. Genevieve School.

Our local Chicago Police department, as well as the students parents, will be notified immediately if a student is in possession of drugs. The Illinois State Police will also be notified through the School Incident Reporting System (SIRS) in IWAS.

Administration of Medical Cannabis

Students are not permitted to use or possess cannabis in our schools except in accordance with the law, school policy and permission of the superintendent. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

School Incident Reporting System (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

HEALTH AND ILLNESS POLICIES/PROCEDURES

A child who becomes ill during the school day is to report to the office. Should the office staff judge it necessary for the student to be taken home, the parent/guardian, or the designee if the parent/guardian is unavailable, will be notified. Should the designee not

be available and if the nature of the illness is considered serious for the place and circumstances, the police and medical services will be called (911) to assume responsibility for the sick child.

Medication - School personnel are not allowed to administer medication without parental notice, including over-the-counter drugs and medications, aspirin and cough drops. Students may only carry approved medication with the appropriate permission (see below). When it is absolutely necessary for a student to take medication during the school day, the following process should be followed:

1. A written note written by the parent including the following information: child's name, purpose of the medication, dosage, time, and a request that an adult monitor the self-medication. The proper Archdiocesan forms for self-medication are filled out by parents and physicians and on file in the school office.
2. The above note/letter is sent to the office with the clearly labeled container. This is kept in a locked cabinet in the office.
3. The student comes at the designated time and in the presence of a designated staff member takes the medication as required. Office personnel will record the medical dosage in a log.
4. Students with serious cases of asthma may carry inhalers for self medication. The appropriate paperwork for this must be on file in the office.

Insurance - Medical coverage for the students is not offered through the school. Students are expected to be insured through their parents or guardians.

Emergency Card - The emergency form is to be completed each year in full, providing requested information intended to secure the health and safety for each child. These cards are distributed during the August business day. A completed emergency card must be made available for the reasons mentioned above beginning with the very first day of school. Any changes in emergency information during the school year (especially phone numbers or e-mail) is to be reported immediately to the office.

Health Records - The state of Illinois requires every school pupil to have medical, dental and vision exams or waivers in certain grades (see admission policies above). Students may not enter school until proof of these examinations is completed, and will be excluded from school until they are complete.

Gym and Recess Excuses - To be excused from gym (physical education) a written request from the parent/guardian is required. In cases of frequent or prolonged absences from the gym, the school requires a written recommendation from a physician.

Usually a student who is well enough to be in school is well enough to be outdoors during the recess period. Please do not ask permission for your child to remain inside at recess unless there is a doctor's excuse presented to the principal. Outdoor recess is part of the total school program and is essential to the physical, social, and mental well being of the child. During inclement weather, or very cold winter days, all pupils remain indoors.

Communicable Diseases - Following is a list of the most common communicable diseases, the time of incubation and isolation, and the type of information needed by

the school.

* *Chicken Pox*: Students should stay home until all scabs are gone or at least six (6) days following the appearance of the last blister.

* *Colds-and Influenza*: Students should stay home during the acute stage (sneezing and runny nose) even though the temperature is normal. Children who appear in school, in the acute stage, will be immediately sent home. Students, who vomit, have diarrhea or a fever will be sent home immediately.

* *Cough*: Students should remain home if cough is persistent and until it has subsided. Children who appear in school with a persistent cough will be immediately sent home.

* *Fever*: Students should be fever free for 24 hours before returning to school. A child with a fever will have parents contacted to go home immediately.

* *Head Lice (Pediculosis)*: Students should remain home until proper treatment has been administered.

* *Impetigo*: Students will be excluded from school until all lesions are completely healed or the child has been seen by a physician and has been using the prescribed medication for 24 hours. A written release from the doctor is required.

* *Ringworm*: Students will be excluded until prescribed medication has been used for 24 hours. A written release from the doctor is required.

* *Pink Eye (Conjunctivitis)*: Students will be excluded from school until the period of infection is over (usually 24 hours after starting antibiotics). A written note to the school from the doctor is required.

* *Strep Infection*: Students may return to school after 24 hour treatment with physician prescribed medications if the child feels well enough.

No child will be admitted to school without a doctor's written release following:
Diphtheria, Meningitis, Eye Infections, Scarlet Fever, German Measles, Skin Infections (Impetigo), Infectious Hepatitis, Strep Infections, Infectious Mononucleosis, Whooping Cough, Measles, or Any prolonged illness or febrile illness (Five school days or more)

In all cases, it is most important that the school be notified at the onset of the illness for the good and protection of each and every person in the school. Parents are notified in classes where a serious infectious disease is reported (without the student's name).
Concussion Protocols

<https://www.iesa.org/activities/concussion.asp>

A concussion is a complex pathophysiological process affecting the brain induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

- Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head.
- Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
- Concussion may result in neurologic changes, but the acute clinical symptoms largely

reflect a functional disturbance rather than a structural injury.

- Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note that, in a small percentage of cases, post-concussion symptoms may be prolonged.
- No abnormality on standard structural neuroimaging studies have been seen in concussion.

What are Signs and Symptoms of a Concussion?

A diagnosis of a concussion can include one or more of the following clinical domains: headache, feeling in a fog, lack of concentration, memory loss, unstable, loss of consciousness, amnesia, loss of balance, irritability, acting abnormally for them, slowed reaction times, slower movements, sleep disturbances, drowsiness, slurred speech, double vision, dizziness, nausea, spots before eyes, sensitivity to light and sound.

What should I do if my son or daughter has one or more of the above signs and symptoms?

- If they can rest comfortably and all signs and symptoms are stable, allow them to continue to rest or sleep.
- Call your physician to seek advice and for an appointment.
- Monitor the signs and symptoms for any change.
- Make the child comfortable.
- If the condition becomes unstable or they are unable to rest comfortably seek immediate medical assistance (emergency room).

LUNCH PERIOD

The students are mutually responsible for creating a secure and social atmosphere during the lunch period. The students are expected to:

1. Speak and act with respect at all times.
2. Converse in a well-mannered fashion.
3. Remain in their seats, with the exception of disposing of garbage and/or according to established lunchroom procedures.

Consequences of negative behavior may include the following:

- Detention given by teacher or school staff member
- The child will be required to eat lunch at a separate table, or in the school office.

Parents are reminded to provide healthy food, including the four food groups. Gum is never allowed. Candy and "junk food" are strongly discouraged. Fast food (McDonald's, etc.) is also strongly discouraged. Birthday treats may be passed out during the lunch period or at the teacher's discretion. The treats provided are to be simple and manageable - no cakes to be cut, pizza deliveries, etc. Cupcakes/cookies or a healthy snack such as fruit or granola bars are fine. Please provide napkins or plates with the cupcake/cookie treat. No drinks are to be brought as treats.

Approximately half of the total lunch period is used for recess. The following is not allowed:

- No rough and/or disruptive physical contact.
- No profane language.
- Foreign items should not be picked up on the playground (gravel, sticks, paper, etc.) or brought back into school.
- Only classroom balls and equipment are allowed. No playground equipment is to be brought from home.
- In the event of inclement weather, there will be indoor recess. Students will be supervised in table games and conversation, and computer use.

BOARD OF SPECIFIED JURISDICTION In 2010, the St. Genevieve School Board formally became a Board of Specified Jurisdiction. Members of the Board are invited to join, and can come from school parents, parishioners, community members, and alumni. Ad Hoc members (non-voting) include the principal, pastor, and representatives of the Parents' Club and other school groups.

The St. Genevieve School Board of Specified Jurisdiction focuses on the following areas critical to its short and long term future: Finance, Enrollment Management, Facilities, Strategic Planning, Development (i.e. external funding). Meetings of the school board are announced in the Thursday folder. Parents may attend School Board meetings, and may address the Board with prior notice for a brief, specified time.

UNIFORMS

In order to foster a spirit of equality and neatness, and recognizing the need to assist parents in the reduction of financial expenses related to the school needs (Parish School Advisory Board policy), uniforms will be worn by all students from grades kinder through eight. Pre-K students are to wear gym uniforms all year round.

Uniforms must be worn from the first day of school until the end of the school year, unless otherwise directed. The uniform company purchased walking shorts for both girls and boys that may be worn the first day of school to the last day of October, and from the first day of March to the last day of school.

Each student has the obligation of wearing the prescribed school uniform. If, due to an emergency, it is impossible for a student to be in full uniform, the student must bring a note from a parent/guardian as to the reason he is unable to wear the entire uniform for the day. Students may receive a detention for continued disregard of the uniform code. Students are to arrive and leave the premises in full uniform. The principal may make exceptions to this policy.

Uniforms are to be marked with some sign of personal identification. The school / teachers are not responsible for lost items. Expensive trinkets, items, clothing, jewelry or possessions should not be brought to school. During snow/wet weather, students are asked to wear boots and a change of shoes, and to wear rain gear as the weather dictates.

Proper grooming is required at all times. Teachers and the principal reserve the right to

judge when normal social and acceptable standards are not met. Included in the criteria are:

* Neat, clean appearance - Modest clothing on non-uniform days: no midriff, halter tops, sheer tops, or tops with thin spaghetti straps. No oversize pants or shirts.

Students not cooperating with the non-uniform day code will receive alternate clothing at the office, and may subsequently lose this non-uniform privilege

* **Clean, pressed, laundered clothes without holes or tears** - All clothing at all times must be of an appropriate size for the individual student. --Clean, combed hair. Boys' hair is not to be longer than the shirt collar. Boys may not have designs shaved into their hair. Boys and girls hairstyles are to be moderate in taste, never excessively gelled, spiked or extended.

* Natural hair color only - No make-up, nail polish or fake nails. -Only one pair of stud earrings is allowed. Dangling earrings or earrings covering the earlobe are not allowed. Large earrings can be a safety issue. Boys may not wear earrings. -No jewelry , bracelets or rings are allowed.

In accordance with Public Act 102-0360 the School does not prohibit hairstyles that are historically associated with race, ethnicity or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

* Chains around the neck can become a safety issue - If a student wishes to wear a religious medal or cross, it must be worn inside the shirt.

* Body - piercing or tattoos are not allowed.

* Underwear - is not to be visible at any time.

Students are not allowed to demonstrate by the manner in which they dress any gang identifying association.

The basic uniform consists of:

Girls Grades 1-4 Jumper - box pleat, school plaid, no more than 1" above the knee.

Girls Grades 5-8 Skirt - box pleat, school plaid, no more than 1" above the knee.

Girls Grades 1-8:

* **Blouses** - white, or light blue blouses or polo shirts. If a polo shirt is chosen, it must be the St. Genevieve logo polo from the uniform store. No other polos are allowed.

Blouses may be plain white or light blue, with buttons completely down the front. Long or short sleeves are allowed.

* **Navy Pants** – twill or corduroy (the following are **NOT** allowed: leggings, knit, bell-bottom, jean Material or style (patch pockets or carpenter pockets).

Belts are required with pants.

Boys Grades 1-8

* **Shirts** – white or light blue dress shirts or polo shirts If a polo shirt is chosen , it must be the St. Genevieve logo polo shirt from the uniform store. No other polos are allowed.

* **Navy Pants** - twill, corduroy, tough skin, – no jean style or patch pocket pants Belts are required, and shirts must be tucked in.

Belts are required with pants.

Long or short sleeve shirts are allowed.

* **Unisex Grades 1-8 Turtleneck** - white, navy blue

* **Walking Shorts** - Navy, must be purchased from the uniform store.

* **Sweater** - ONLY logo sweaters from the uniform store or solid navy sweaters (with no designs/markings or writing) may be worn in school.

* **Socks** - navy, white or black. Girls may wear tights or knee-highs - plain or cable knit

* **Shoes** - plain dress or casual shoes, soft soles, such as Hush Puppies, boat, saddle shoes, etc., in white, gray, brown, navy, or black. No pastels or other colors. No high heels, platform shoes or boots.

Sandals, flip flops or “roller shoes” are not allowed in any grade. Sneakers or gym shoes may be worn, but no “high-tops”. Students may not wear high heels, platform shoes, sandals, flip flops, boots or roller shoes on non-uniform days. This is a safety issue on the playground and stairs. School monogrammed sweatshirts and Spirit Wear may be purchased through the School Office and worn at any time.

Note: Windbreakers, warm-up jackets ,“hoodies”, or other colored sweaters may **not** be worn in place of the uniform sweaters or sweatshirts. Students will be asked to remove these and take them home.

Gym Clothes: Navy blue shorts or warm-ups, with a school monogrammed T-shirt. The school monogrammed T-shirt, sweatshirt, and shorts may be worn to school on gym days only. Students may wear the regular school uniform to school unless they are wearing the school monogrammed gym clothes on gym day.

**Students will be given detentions if they seriously disregard the uniform code. Any fashion item or trend deemed inappropriate or distracting by the principal will be subsequently forbidden.

PROCEDURES

Following are procedures used at Saint Genevieve Catholic School to assure good order, communication, and an environment conducive to learning for the students.

Academic Progress & Behavior Related to Extracurricular Activities – An athlete or Student Council member who is failing an academic subject or displays inappropriate behavior will be given a fourteen (14) day probation period to improve. If the student has not improved within the fourteen-day probation period, then the student will be suspended from all practices, games, and meetings for a period of fourteen (14) days. Either the Principal or the Athletic Director will inform parents, athletes, Student Council members, coaches, and teachers involved of all probations and suspensions. The

same rule applies to all other extracurricular activities sponsored by the school.

Athletes represent our school when involved in a sports program. We expect good sportsmanship from the players, coaches, and parents/guardians at all times, on and off the court. Playing sports is a privilege, not a requirement. While we believe that team sports play an important role in children's lives, academics and proper behavior must be our top priority. All parent volunteer coaches must complete Archdiocesan background clearance and Virtus training and DCFS.

Calendars - A master calendar is issued at the beginning of the school term for the entire year. Each week important upcoming dates will be announced in the Thursday folder. If a date is changed, it will be announced in the Thursday letter.

Child Custody and Records – The school abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois laws regarding the right to access of non-custodial parents to his/her child's records:

- Release of copies of school records to a 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 any court order or order of protection.
- Unless informed otherwise and in writing and with adequate evidence that a parent is not permitted to have unqualified access to a child, the school may release a child to a non-custodial parent after 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.

Deliveries to School: On the rare occasion that a student item is forgotten (Homework, gym clothes, lunch, etc.) it must be delivered to the school office, never directly to the classroom. Students are not allowed to phone home for forgotten items.

Cell Phones: Cell phones are not to be seen, heard or used by students during the school day. They may only be used briefly after school to call parents. Teachers are to collect all cell phones in the morning, and send them to the office. They are returned to the students at the end of the school day. Phones used inappropriately will be confiscated and must be picked up by a parent.

Electronic Devices: Electronic devices and any other devices deemed inappropriate by the principal will be confiscated, and only returned to parents/guardians. An exception may be made to this rule by a teacher for special learning activities (personal laptop brought in for science projects, etc.). In this case, the student is responsible for the device while it is in the school building.

Parent Association: parents, guardians, teachers, and other community members working together to support and enhance St. Genevieve Catholic School for the good of the children. The organization strives to improve school spirit, sponsor social events, provide publicity for the school, and coordinate volunteer activities. Membership consists of all school families, faculty and staff. Notice of meetings is included in the school calendar and Thursday letters.

Fundraising Expectations – Each family contributes to the fundraising obligation as per the tuition agreement.

School Purchased Textbooks - Hardcover textbooks are on loan to the students as the property of Saint Genevieve School. These books are to be covered and cared for by the students assigned its use for the school year. A replacement fee will be charged for damaged or lost books.

Half-day and Whole day Institutes- Incorporated into the school calendar are days as specified by the Office of Catholic Education during which the staff receives training and instruction consistent with their profession. It is important that you note these days as indicated on the yearly and monthly calendars and by way of other written reminders. On half-days there is no aftercare for the students, as the faculty meetings frequently begin as soon as the children are dismissed. No one is available to supervise them at that time. On whole day institutes, programs are frequently held at other locations, and the school will be completely closed. A child who is simply dropped off in the morning on these non-class days might have difficulty receiving help and assistance.

Lost and Found- Lost and found articles will be held in the office for one week. Please label all student articles.

Party Invitations - Unless all the students in a class are invited, invitations are not to be passed out in school.

School Laptop Computers - St. Genevieve is fortunate to have a program which provides junior high students with a lap-top computer for use during the school day. Each student will be assigned a numbered computer. These may not be taken home. Damaged or lost computers must be replaced at the student's expense, as they are a required item for the junior high course of study.

Parent/Guardian-Teacher Conferences – The Parent/Guardian – Teacher Conferences gives parents/guardians and teachers an opportunity to discuss the needs of each individual child and to develop a better understanding of the child and of the school program. Mandatory conferences are scheduled for each parent/guardian during the first quarter and by request during the second quarter. Additional conferences can also be arranged by writing a note to the teacher or e-mailing, or by calling the office. It is important that conferences be arranged by way of an appointment. Please do not ask to see a teacher before school without an appointment. You will not be able to meet with the teacher or principal without an appointment.

Procedure for Payment – St. Genevieve School uses FACTS MANAGEMENT. At the beginning of each year, families sign up for their choice of payment plans through this program. Payments are normally made to FACTS through the mail, online, or through direct withdrawal. Late charges are incurred for late payments, and are payable to FACTS.

When making a payment by check to the school office for books, field trips or the hot lunch program, kindly make the check payable to St. Genevieve School. Money sent to school with a student should be sealed in an envelope on which is written the child's

name, room number, the amount of money enclosed, and the purpose for which the money is sent. Checks are preferred. Receipts for tuition and fees will usually be sent

home the day they are delivered. Money will never be accepted without the clearly marked and sealed envelope. It is not a good or safe practice to have your child deliver large cash payments.

Please read your tuition agreement for policies, incentives, and consequences for late payments. Monthly tuition payments are to be made directly to FACTS. Tuition statements showing payments made are sent through FACTS. Shortly after the 15th of every month, from August through May, all family accounts will be reviewed, and must not be more than one month in arrears. If tuition/fee payment is in arrears, it can result in the exclusion of a child from classes until payment.

Be aware that your tuition costs do not cover the cost of educating your child. Members of St. Genevieve Parish subsidizes the tuition costs for each child.

Registration – Registration for a new school year will begin each year during the month of March. There is a non-refundable registration fee, and all appropriate forms and certificates must be presented before registration is complete. Registration continues until school begins in August, based on available space.

The yearly registration fee is non-refundable. If a student is withdrawn from the school after the first day of class, the registration fee, along with the book and technology fee will not be refunded. Tuition, if paid ahead, will be refunded on a per diem basis.

School Closings – Emergency school closings are rare and usually weather or health related.

- The “Know before You Go” number and website will be published every fall for closing information. - Closing information will be sent out through our parent group email. - we will always close if Chicago Public Schools are also closed due to severe weather - listen to any of the major radio stations which include: WGN, WBBM, WBBM-FM, WMAQ - watch any of the major public TV channels - Closing information will be included on our Edline site, and listed on our website. - Most importantly, if you receive no satisfaction from any of these sources, but you still consider conditions unsafe and/or unsuitable, make a judgment and act in the best interest of your child.

School Emergency Drills and Alerts – Drills for fire, tornado, building evacuation, lockdown and law enforcement are held regularly throughout the school year. Fire drills are held once a month to help the children practice and remember what must be done under stressful emergency conditions. Misbehavior during these drills is not tolerated. The safety of each and every person requires total cooperation. Other emergency drills are held several times during the year, and the same rules apply.

Should an emergency exist at the time of dismissal, the students will be kept in the building until an all clear signal is received. Parents/guardians are discouraged from making attempts to pick up their children before the all clear signal is given. If parents do come before that signal, they must sign their child out and are not allowed to take any children other than their own.

School Office Hours – The school office is normally open from 8:30 A.M. to 2:30 P.M. each full school day. Shorter hours are observed during the summer, and will be posted each June.

School Safety – Traffic safety is a vital issue that is too often taken for granted. Students should be instructed frequently to cross only at corners, to look in both directions, and to be especially cautious in winter's pre-dawn hours when conditions are hazardous.

Parents/guardians who drive their children to school are reminded that the safety of all our children should be a primary concern when approaching the school area. Pull to the curb on the right side of Lamon Avenue (the west side of the school or in front of the church) to drop off your child. Please do not block the street or alley double park, stand in areas which are restricted for the safety of the children, speed and/or drive in an unpredictable manner. Please do not park on the left side on Lamon Avenue and have children cross in the middle of the street. Children are instructed to cross the street only at the corner. Please be supportive and respectful of the teachers and children on safety patrol. They are there to protect your children.

Please do not drop off your children before morning daycare opens at 7:00 AM. Before/After Care students should be dropped off and picked up at the basement door on the east side of the school – please ring the bell. Please escort your child to the door for morning daycare, to be sure that they have signed in and entered the building. Students are not to wait alone on school property before or after school and daycare hours. School Safety Patrol students are:

Arrive at school no earlier than 6:00 AM, and students waiting without morning care should not arrive before 7:45 am.

School Report of Child Abuse – Pursuant to law (P.A. 81-1077) school personnel are required to report reasonable cause to believe that a student may be abused or neglected. St. Genevieve School also follows the child protection programs and policies instituted by the Archdiocese of Chicago (Protecting All God's Children, etc.). Students are required to participate in the lessons provided by the LURES program from the Archdiocese, unless parents sign a withdrawal form from the program. All school personnel including administration and both certified and non-certified staff are considered Mandated Reporters. According to Archdiocesan Policy GP 602.2, the Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made against Archdiocesan personnel.

School Security – The school doors are locked at all times. Security cameras are evident at the entrance to the School Office and at the east entrance to the school. Parents/guardians must enter at the front of the building, identify themselves to the school personnel before entering the building and immediately report to the school office. They will also be issued a visitor's pass.

School Visitation Rights – Parents/guardians may visit their child's classroom only when arrangements have been made in advance with the teacher and principal so as not to disrupt the learning process. Please do not ask to visit your child's room without this permission.

Sexual Harassment – Sexual harassment by one employee or 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 will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his/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.

Technology Use: St. Genevieve School provides technology resources to its students and staff for educational and administrative purposes. The provision of these resources is to promote educational excellence at St. Genevieve 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.

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. Genevieve 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.

However, appropriate filters to the school internet system are also always in place.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Genevieve School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. All students and parents must sign the St. Genevieve Catholic School Technology Use regulations form. Inappropriate use of the internet (facebook bullying, offensive emails, etc.) which is brought to the attention of the school will be investigated.

Telephone Use – Students may take care of emergency calls in the school office with the permission of school personnel. Teachers and students are not called to the telephone except in cases of emergency.

Visitors – For the safety and protection of all of the students, all parents and visitors are required to report to the office before entering the main part of the building.

Volunteers – Volunteers are expected to complete a volunteer screening provided by the Archdiocese. . All personnel in regular contact with students including volunteers are required to participate in the Archdiocesan program “Protecting All God’s Children.” (Virtus) & DCFS.

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

Adoption of State Requirements

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Absenteeism & Truancy Policy

A definition of a valid cause for absence in accordance with Section 26-2a of this Code.

"Valid cause" for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Incorporation of the provisions relating to chronic absenteeism in accordance with Section 26-18 of this Code.

Beginning July 1, 2018, every school district, charter school, or alternative school or any school receiving public funds shall collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The review shall include an analysis of chronic absence data from each attendance center or campus of the school district, charter school, or alternative school or other school receiving public funds.

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School Administration & Staff

Karen Plichta - Interim Principal

Ligia Porto- Administrative Assistant

Rosalba Saucedo- Office Clerk

Pre-K	Elvira Ledezma
Pre-K	Xochitl Aleman - Teacher's Aid
Kindergarten	Michele Day
Kindergarten	Teresa Ocampo- Teacher's Aid
1st. Grade	Karen Plichta
2nd Grade	Jeanine Keane
3rd Grade	David Parrilli
4th Grade	Lisa Puma
5th Grade	Edgar Esparza
6th Grade	Zeralys Correa
7th Grade	Peter Grimes
8th Grade	Cydney Stasiulis
Extended Care	Laura Burns
	Julia Daleccio
Maintenance	Marcial Sanchez
	Francisco Hernandez