

# ST. GENEVIEVE CATHOLIC SCHOOL



## FAMILY HANDBOOK 2023-2024

This St. Genevieve School Handbook is a guide to understanding the various aspects of school life. Policy statements are written in general terms and the administration reserves the right to make specific applications as circumstances arise. The principal also retains the right to amend the handbook for just cause. All parents and their students are to read this handbook thoroughly and sign the agreement. This agreement will remain in the student's file with the understanding that the student and the parent have read the handbook and agree to be governed by it.

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**St. Genevieve Catholic School  
Faculty & Staff Roster**

Ms. Karen Plichta	Principal
Ms. Rosalba Saucedo	Administrative Assistant
Ms. Damena Jackson	Preschool Teacher
Ms. Teresa Ocampo	Preschool Teacher's Aide
Ms. Michele Day	Kindergarten Teacher
Ms. Kayla Armstrong	1st Grade Teacher
Ms. Jeanine Keane	2nd Grade Teacher
Ms. Amari Funderburg	3rd Grade Teacher
Ms. Lisa Puma	4th Grade Teacher
Mr. Edgar Esparza	5th Grade Teacher
Ms. Ethan Kimm	6th Grade Teacher
Ms. Alison Erekson	7th Grade Teacher
Ms. Zeralys Correa	8th Grade Teacher
Ms. Laura Burns	Extended Care
Ms. Julia Daleccio	Extended Care
Mr. Marcial Sanchez	Custodian
Mr. Francisco Hernandez	Maintenance

## **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 STATEMENT**

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.

## **ACCREDITATION**

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

## **ACADEMICS**

Teachers have a well-planned and carefully executed lesson plan, using a variety of methods and materials, correlated with the Archdiocesan curriculum and the Learning Standards of the State of Illinois.

During “Meet the Teachers” Night, which is 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.

### Evaluation of Student Progress

Several methods are used to keep parents informed of each student’s progress and development.

*Report Cards:* Report cards for all grades are distributed over three trimesters. Student grades are based on tests, quizzes, projects, direct observation, homework and class participation.

*Progress Reports:* St. Genevieve Catholic School has incorporated three mid-trimester progress reports to inform parents of their child’s progress. These reports are sent to parents of students in grades preschool through 8th grade.

*Powerschool Online Grades:* Parents and students in grades 4-8 are able to check grades online anytime using PowerSchool. St. Genevieve Catholic School will provide parents and students with online grade login information and it is also available upon request by a parent to the main office.

*Parent-Teacher Conferences:* Parent-Teacher conferences are a process of open communication, based on mutual trust and respect between home and school. Conferences are mandatory and scheduled for all school families at the end of the 1st trimester. It is the responsibility of the parent to reschedule conferences if a conflict should arise. St. Genevieve Catholic School faculty and staff will schedule other parent-teacher conferences as needed throughout the year.

Additional conferences are optional and arranged at the request of the parent or teacher. Parents are encouraged to request an appointment for any additional conferences whenever the need arises. Teachers should be the first point of contact when problems or concerns arise.

## Retention Policy

Retention requires serious consideration; therefore, decisions are made in conjunction with parents as well as school professionals. Factors taken into consideration include, but are not limited to; knowledge of the English language, physical size, age, classroom participation, study habits, present grade placement, transience, school attendance, present level of academic achievement, history of learning disabilities, student attitude regarding retention, history of delinquency, and emotional problems. Parents are informed of the possibility of retention in order to allow ample time for intervention. If a parent does not permit the student to be retained according to the recommendation of the school, the parent will be asked to sign a statement indicating this disagreement. In the case of a parent being undecided regarding the retention of the student, August 1st is the deadline, beyond which time the school cannot continue to hold a place in two separate grade levels for the same student.

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 1 students are tested yearly.
- 3) Family Life Safe Environment training is offered annually to each student in grades Preschool 4 - 8th grade.

## **ACADEMIC RECOGNITION**

Students in grades 6, 7, and 8th will be honored for their achievements according to their ability to meet guidelines for the Honor Roll or High Honor Roll.

Guidelines are as follows:

- 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.

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

## 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.

## Perfect Attendance

Students with perfect attendance (present and on-time every school day) are

recognized at the end of each year.

## **ADMISSIONS**

St. Genevieve Catholic School attempts to create an environment that is both welcoming and inclusive. The following is our legal statement of non-discrimination:

St. Genevieve Catholic School admits 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 the school. St. Genevieve Catholic School does not discriminate on the basis of gender, race, color, or national and ethnic origin in the administration of educational policies, loan programs, athletics, or other school-administered programs.

*Enrollment Procedures:* In accordance with Illinois State law, it is necessary that a child be three (3) years of age on or before September 1st of the current school year to be admitted to Pre-Kindergarten. It is necessary that a child be five (5) years of age on or before September 1st of the current school year to be admitted to Kindergarten. To enter first grade, students must be six (6) years old by September 1st of the current school year. Parents transferring students from another private school cannot be accepted until financial obligations are satisfied at the previous school. The following shall be presented at the time of registration:

- An official copy of the child's birth certificate.
- A baptismal record, if applicable
- A record of compliance with local and State of Illinois health laws
  - Such as, but not limited to, Dental and Vision Exams
- A copy of immunization records
- The child's most recent report card, if applicable
- The child's social security number
- A copy of the transfer, if applicable
- Standardized test scores, if applicable
- 504 Plan, IEP, ICEP, Student Service Plans, if applicable

All students new to the school shall be accepted on a probationary basis. No student will be admitted without presentation of the most recent report card. Ordinarily, new students are not accepted after seventh grade, but in certain situations, new students may be accepted.

*Waiting List Policy:* St. Genevieve Catholic School will accept any student who wishes to enroll, based on policies and guidelines set by the administration. However, once a grade's size limit is reached and a waiting list must be established, the following criteria are used to establishing the priorities for the list:

- Current students and/or siblings will have first priority.
- All others will advance on the waiting list according to the date of their application.

### Admission of Returning Students

Acceptance of returning students is dependent upon the following factors:

- Tuition and fee payments are complete and up to date.
- Parents have completed the volunteer requirements from the prior year.

- Parents and students are in compliance with handbook regulations, especially as related to respect for persons and property, effort in academic achievement, regular patterns of attendance, and cooperation with the dress code and other regulations. In order to be accepted, students must meet these expectations during the breakfast program, throughout the school day, in the after school program, and when representing the school on field trips, during athletic events, and on the way to and from school each day.

### Transfer of 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.

### **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.

### **ARRIVAL and DISMISSAL PROCEDURE**

Traffic safety is a vital issue. Students should be instructed to always use the crosswalk, look both ways before crossing, and to be especially cautious in winter's pre-dawn hours when conditions are hazardous. Please do not block crosswalks, any streets or alleys, do not double-park on streets, and do not stand in restricted areas. For the safety of the children, do not speed and/or drive in an unpredictable manner. You must find appropriate parking and walk your child to and from the car to the main door. Please be supportive and respectful of the teachers and children on safety patrol. They are there to protect your children.

Students should not arrive at school any earlier than 6:00am and if they are to arrive at 6:00am they must go immediately to before-care. No student is allowed to wait unattended outside of the school building before or after school.

Any arrival prior to 7:30am must go straight to before care, which will be charged to your FACTS account.

At 7:30am, students may be dropped off in front of the school. Cars are permitted to pause in front of the school, next to the cones, for as long as it takes the student to exit the car. Upon arriving at school they may go to the basement area, where supervision is provided, for breakfast but are not allowed to go to class until 7:45am.

At 7:45am, Parents should park, cross the street at any and all crosswalks only in order to drop the student off at the main entrance. Parents may 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. Once inside all students may go straight to their classrooms.

Parents are expected to drop off students at the main door of the school. Parents

should refrain from dropping off items for students during the day. In case of an emergency, items must be dropped off and will be left with the secretary who will notify the student.

All students are dismissed at 3:00pm and they all line up in front of the building with their class teacher but will not be released until the student notifies the teacher that they see their parent/guardian and the teacher confirms the parent/guardians presence.

## **ASSIGNMENT NOTEBOOKS**

Students in grades 1st-8th are required to use the student assignment book provided by the school. Daily assignments are recorded and it is the responsibility of the parent/guardian to review the homework and check that all work is completed. If lost, a fee will be charged for a new assignment notebook.

## **ATTENDANCE**

Progress in school depends on punctual and regular attendance. Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at St. Genevieve Catholic School 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. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the students permanent file each school year.

The following procedures and expectations are intended for the protection of the students:

- A parent or guardian is required to notify the school by telephone before 8:15am on school days. The answering machine will take your message if office personnel are unavailable.
- Parents are required to send to the office a dated, written note for the absence of the student on the day of his/her return to school. If not, the student(s) will remain in the office until a note is provided. The note acknowledges the absence, but does not necessarily excuse the absence.
- When a student has been absent due to a communicable disease other than the common cold or flu, a doctor's note must be present to the teacher upon returning to school.
- Absences generally approved as excused absences are as follows: a) student illnesses; b) major illness in the immediate family; c) death in the immediate family; d) religious holiday of the student's faith; e) unforeseeable absences approved by administration.
- A student is considered absent if he/she misses more than 2 hours of a school day.

### Daily Attendance- Tardy

The school building opens at 7:45am. Students are expected to be in their classrooms by 8:00am for morning prayers. Any student entering the school building at 8:00am 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.

Students are dismissed at 3:00pm. Only those students who have a signed permission form 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 Aftercare, 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.

### Early Dismissal

When possible, medical/dental appointments should be made after school hours or on days when school is not in session.

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.

Upon return from the appointment, a doctor's note or written verification of the appointment must be submitted to the school secretary to admit the student to class.

For the safety of the student, the parent/guardian or designee must come to the school office to receive the student. No student is 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.

### Vacations

Families are expected to set vacation times around the school calendar. 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 is strongly discouraged. When that is not possible, a formal written notification is required two weeks in advance.

### Schoolwork is not provided in advance for extended absences

The teacher will not be responsible for providing individual instructions 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 and understanding of consequences.

### Chronic Absenteeism/Truancy

If a 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.

Regardless of reason for absences, a student will be considered truant after 9 absences. When truancy occurs the principal will investigate the situation and take appropriate action.

Any 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)

## **AUTHORITY**

Students are expected to follow the directions of all adults in the school setting. Students are expected to be courteous and respectful of all people at all times. All adults in our school setting have the right, and are expected to correct students if they are violating school rules, and students have an obligation to do as requested.

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.

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.

## **BACKGROUND CHECKS**

All faculty and staff members of St. Genevieve Catholic School undergoes a criminal background check.

Parents/family members who volunteer to work with children are also required to do the same. Volunteers also complete a volunteer screening provided by the Archdiocese. All personnel in regular contact with students are required to participate in the Archdiocesan program "Protecting All God's Children." (Virtus) & DCFS.

## **BULLYING**

Bullying is any intentional, repeated, hurtful act or conduct (physical, verbal, emotional or sexual) including but not limited to communications made in writing or electronically. Bullying is not acceptable regardless of whether it occurs on or off of the school campus during school or non-school hours. Bullying is any act directed towards 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.

- Cyberbullying 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.

## **CALENDAR**

A calendar of projected events and dates for the school year is provided at the beginning of the year and is subject to changes. Upcoming events are listed each week in the weekly newsletter sent home in the Thursday folder. Parents are responsible for knowing the activities of the school. It is the responsibility of the students to give the newsletter/Thursday Folder to the parent and the responsibility of the parent to read it. Any changes in school activities will be announced in the Thursday newsletter.

## **CELL PHONES and ELECTRONIC DEVICES**

All cell phones and electronic devices must be given to the teachers each morning and retrieved at the end of the school day or when a student is dismissed from an after school activity. The use of cell phones is prohibited on school grounds. The use of cameras in cell phones is also prohibited on school grounds. Reasons for restricting the use of cell phones and electronic devices include but are not limited to:

- Electronic devices are capable of accessing the internet, thereby preventing the school from filtering content.
- Students could violate the privacy of others through the use of unauthorized photographs.
- Students can bully or harass others through the use of electronic devices.
- The learning environment could be disrupted causing students to not hear emergency directives or announcements.
- The integrity of test and examination grades could be compromised by cheating.
- Parents/Guardians may wrongfully assume that the school shall take financial responsibility for loss or theft of the electronic device.

Phones confiscated from a student for not being turned into the teacher at the beginning of the day will be retained until a parent/guardian comes to pick it up. Repeated offenders will subject the student to disciplinary action, which may include suspension and/or expulsion.

While students are on school grounds, parents/guardians are expected to call the main office if they need to communicate with their students.

## **CHILD ABUSE and NEGLECT**

The *Illinois Child Abuse and Neglect Reporting Act* (Law P.A. 81-1077) mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the care of the child. Illinois law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse or neglect makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological abuse (such as name calling, intimidation, or other emotional inappropriateness). Types of neglect include physical neglect (such as lack of food and/or water, or being left out in the elements), medical neglect (such as lack of medical care, or failing to secure medical attention), supervisory neglect (such as unsupervised children), environmental neglect (such as unclean/unfit living conditions and/or clothing), educational neglect (such as children not receiving access to education), or emotional neglect (such as humiliation or rejection).

## **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.

## **COMMUNICABLE DISEASES**

- Faculty, staff and students who have been diagnosed with a communicable disease are not necessarily excluded from school unless their illness poses a significant health risk to others or renders them unable to perform their jobs adequately or to pursue their studies.
- The principal is responsible for providing appropriate educational opportunities to faculty, staff, and students to reduce the risk of contracting or transmitting communicable diseases at school or school-sponsored activities.
- The principal is responsible for complying with laws that protect the health and safety of faculty, staff, and students at school and at school-sponsored activities.
- The school shall handle information regarding faculty, staff and students with suspected or confirmed communicable diseases in accordance with state and federal law regarding the confidentiality of health records, while at the same time complying with applicable public health reporting requirements.

When any teachers or faculty become aware of a student with a contagious/communicable disease, St. Genevieve shall notify the appropriate parents/guardians in writing. Appropriate information on the disease may be attached to the school's notification, if the information is provided by a healthcare source such as a hospital or licensed health agency. Health professionals determine the incubation period for contagious diseases/conditions. Students excluded from school due to a communicable disease must present a written and signed statement from a physician indicating that the student is non-contagious and may return to school. Questions regarding communicable diseases should be directed to the local health department.

### Chicken Pox

Children should stay home until all scabs are gone or at least six (6) days following the appearance of the last blister.

### Colds and Influenza

Children 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

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

### Fever

Children 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

Infestation caused by head lice occurs in students of all ages. Most commonly head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing, or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to the scalp. The period of communicability lasts as long as lice or eggs remain alive on infested persons or clothing.

Those who have become infested with head lice are to be excluded from school. Parents are advised to seek treatment for their student from either their family physician or through over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the student has been treated. Students are re-checked for head lice before readmission to the classroom.

School personnel are trained to screen students. Parent/guardian permission is not required, but if time permits, school families may be notified that the students will be screened. When a case of head lice occurs in a classroom, school families will be notified.

### Pink Eye (Conjunctivitis)

Children must 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 students name).

## **COMMUNICATION WITH PARENTS**

Good communication among parents, teachers, students, and the principal is essential. Regular communication with parents is promoted through the yearly calendar, weekly newsletters, progress reports, report cards, and periodic flyers. Parents and guardians are required to discuss a concern directly with the teacher before taking the matter to the principal.

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.

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 day for each grade in their assignment notebooks, 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 Association are 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.

## **CONDUCT**

**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.**

Helping the student to grow in self-discipline is the aim of both parents and teachers. This involves the training of the intellect as well as the will. When it is necessary that the teacher or the principal resort to disciplinary measures, these measures will be effective only to the extent to which there is cooperation from the parent or guardian. If a parent

has a question concerning what happened or the consequence given, he/she is asked to discuss the matter in a manner that upholds the mutual authority and respect of both teacher and parent. Students are expected to display an attitude that is respectful, non-argumentative, cooperative, and well behaved.

Students are expected to show respect to other students, teachers, aides, lunchroom supervisors, and other staff members. A spirit of loyalty and cooperation should pervade their attitudes with regard to all that pertains to school life. When an adult enters the classroom, students are expected to greet them respectfully when prompted by their teacher.

Each teacher will explain the specific classroom and general school rules to his/her class. Students are responsible for following these rules. Repeated violations of classroom rules will result in loss of students privileges and/or the need for a parent-teacher conference.

## **CURRICULUM - GRADES AND ACHIEVEMENTS**

In pursuit of excellence, St. Genevieve Catholic School is continually involved in curriculum development. The faculty completes an annual review of the curriculum. An effort is made to coordinate the writing of the curriculum with the Archdiocesan curriculum. The Archdiocesan curriculum is a tool created by the Office of Catholic Schools, researched and designed to provide consistency and rigor in the content of teaching throughout the schools of the Archdiocese.

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.

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 a student is absent, it is their responsibility upon returning to school to consult with the teacher regarding work to be made up. Once students return they 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.

Preschool, Kindergarten, 1st and 2nd grades all use the “Development Grade Scale.”

Grades 3-8 use the “ABC 95.3” grading scale.

### Progress Reports

Progress reports are issued before the end of each trimester, for grades preK through 8, as a report of achievement and needs for improvement up to that point in the trimester. 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 trimester.

### Report Cards

Report cards are issued at the end of each academic trimester through the Thursday folders. Any report card with one or more failing grade (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.

### 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 trimester progress report. Major subjects include but are not limited to religion, reading, mathematics, language arts, science and social studies.

If a student has obtained an (F) grade for any class during any of the trimesters 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 time of distribution of the 2nd trimester report card.

## **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.

## **DETENTION**

A detention system is used when deemed necessary by a member of the faculty and/or principal. Such reasons might include but are not limited to: infractions against school rules, missing work, classroom disruptions, 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 parent/teacher conference.

### Lunch Detentions

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

## **DISCIPLINE**

In accordance with the expectations of good conduct and respect for others, appropriate behavior and language is expected in church, at school, on field trips, after school activities, during school-sponsored events on and off campus, and coming to and leaving school. The principal, in consultation with the appropriate faculty members, is the final recourse in all disciplinary situations.

Classroom discipline is the responsibility of the individual teacher, and should be in line with restorative practices. All classroom rules and policies must reflect the spirit and the values written in the St. Genevieve Catholic School mission statement. 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. Issues and problems that cannot be resolved in the classroom will warrant a conduct referral to be issued but teachers are highly encouraged to maintain communication with parents by phone and email concerning discipline issues before a conduct referral is issued.

In harmony with our mission of serving, leading, and loving with Christ as our model, the faculty and administration of St. Genevieve Catholic School supports our students in their development as mature Christians. This entails the ability to interact peacefully and kindly with others; to show consideration for the class and teacher(s); to form habits of independent study and self-control and to cooperate with school and classroom regulations.

St. Genevieve Catholic School has adopted the PBIS (Positive Behavioral Interventions and Supports) model to support a positive learning environment for all students. A core principle of PBIS is that we can effectively teach appropriate behavior to all children. Our school faculty designed the statements below to define the behavioral expectations in each environment of our school. These expectations are explicitly taught and retaught to all children. Students are positively reinforced for appropriate behavioral actions.

The students of St. Genevieve School must adhere to the following rules of good conduct: Be safe, Be responsible, Be respectful and Be Christ-like

## **DISMISSAL**

Students are asked to remember that their behavior coming to and leaving school should reflect the respectful demeanor that is expected of St. Genevieve students at all times.

Children are dismissed from the main entrance at 3:00pm.

Parents must park their vehicles on Montana and/or Lamon in a valid parking spot. You can also choose to park in one of our 2 parking lots. Cars will not be allowed to drive through the parking lot across from the school to access Montana.

Students will not be allowed to be dismissed to a car that pulls up to the sidewalk by Montana and Lamon. For the safety of the students, we cannot have cars stopping at the corner of Lamon and Montana.

The students, weather permitting, will line up

## **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 days. 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 and/or email) is to be reported immediately to the office.

## **EMERGENCY CLOSINGS**

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

If it is necessary to close school because of severe weather, it will be announced on radio and television through the computerized Emergency Closing Center. We will also send an email, phone message, and text through School Messenger. You can check the Emergency Closing Center website at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). Parents are asked to listen to the radio or watch TV.

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.

## **EMERGENCY DRILLS/CRISIS RESPONSE**

St. Genevieve Catholic School conducts emergency drills that help the students and staff to prepare for emergencies such as fire, tornados, earthquakes, and intruder attacks.

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.

## **EMERGENCY FORMS**

Each family must complete a Medical information and Emergency Notification Form as designed by the Archdiocese of Chicago. Any changes to contact information must be reported to the school immediately.

### Photo Release Forms

On occasion, St. Genevieve Catholic School uses photos and/or academic work of students in school and parish publications, to share information about the school. School publications include, but are not limited to:

- Website
- Yearbook
- Bulletin boards
- Advertisement
- Annual Reports
- Posters
- Newsletters
- Parish bulletins
- Social Media
- Other public relations material

In addition, the Archdiocese of Chicago, the Big Shoulders Fund, and local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events. Families are asked to sign a consent form, stating whether or not they give approval for the school to publish their students academic work or photos.

## **EQUAL EMPLOYMENT OPPORTUNITIES**

St. Genevieve Catholic School is operated under the auspices of the Catholic Archbishop of Chicago, a corporation sole, in the Archdiocese of Chicago. It is the policy of St. Genevieve Catholic School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such as individual's race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of the position except when one of these characteristics is a necessary qualification of a position.

## **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.

### **Battery against School Personnel**

Battery against school personnel will not be tolerated. The principal will immediately contact our local Chicago Police department of written complaints from school personnel concerning instances of battery committed against school personnel and the Principal will also notify the Illinois State Police within 3 days of each incident of battery through the Schools Incident Reporting System (SIRS) in IWAS.

## **FAITH DEVELOPMENT**

Understanding the gift of our Catholic faith and allowing it to deepen in our lives is the

responsibility of this school. Many opportunities throughout the day can foster our belief in God and strengthen our faith. We also develop the belief that we are all part of God's family, and therefore we look after each other with the care and love of a Christian family. The following activities give structure to the faith development that is characteristic of our Catholic school:

- ***Prayer Leadership:*** Developing leadership in prayer is central to our school. In the classroom, students are encouraged to share their experience of prayer, and all students are taught respect for various styles of prayer. Teachers pray with the class in the morning before class begins, before meals, for special occasions, and particularly during mass or religion classes.
- ***School Liturgies and Prayer Services:*** Students in grades preK-8 participate in a Mass or prayer service on a weekly basis led by a designated class. Students offer their service to the mass as lectors, leaders of prayer or song, ministers of the altar, and members of the congregation.
- ***Sacramental Preparation:*** As a Catholic school, we offer to Catholic students the opportunity to be prepared for and to receive the sacraments. All students have the opportunity for the Sacrament of Reconciliation during lent. Catholic students in 2nd grade who have not received the Sacrament of Reconciliation or Eucharist prepare with the classroom teacher during the year. Each year our Catholic 8th grade students prepare for the Sacrament of Confirmation. We celebrate sacraments and encourage family participation on a weekly basis. In order for a student to be accepted for the reception of these sacraments, parents are required to attend the meetings connected with each.

## **FIELD TRIPS AND CHAPERONES**

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 to sign. Although it is rarely allowed, 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 not be allowed to go.

### **Chaperones**

All adult chaperones for field trips must have completed all of the Archdiocesan requirements which are but are not limited to, background screening, Virtus Training

and DCFS training.

### Chaperone Expectations

Chaperones who are qualified and chosen to chaperone are considered representatives of St. Genevieve Catholic School and are expected to behave in ways which reflect the values and principles of the school community. Chaperones are acting as a support to the teacher throughout the field trip and are expected to be attentive and provide a safe learning experience for all students in their care.

Chaperones will bring their own lunch on the field trip, if applicable. While on the field trip, no personal purchases are to be made. Additionally, chaperones are not to make purchases for any student, unless given permission by the teacher. Students will not be dismissed early with their chaperone prior to the end of the school day. Chaperones who do not abide by these expectations may not be chosen to participate in future field trips.

If a chaperone is unable to attend a field trip in which they have been selected and confirmed, the chaperone must provide the teacher 48 hours notice prior to the field trip.

### **FIGHTING**

In an effort to maintain a peaceful atmosphere at St. Genevieve Catholic School, specific guidelines have been drawn up in this regard. The first offense results in an in-school suspension. The principal will determine the number of days for the ins-school suspension. Parents are notified and parent and student sign an in-school suspension form that clearly states the seriousness of the offense. The in-school suspension form is placed in the student's permanent record for the duration of the school year. A second offense results in an out-of-school suspension and a parent-teacher-student-principal conference. The principal will determine the number of days for the out-of-school suspension. The student is at risk of expulsion at the time of the third offense.

### **FOOD SERVICE PROGRAM**

The Archdiocese of Chicago sponsors a food service program through Food Service Professionals, which offers meal service to elementary and secondary schools. Information regarding the process to determine student eligibility for either free or reduced rate meals is available through Food Service Professionals. It is a matter of justice that schools make such programs available to economically challenged families. The following programs are offered:

- Breakfast program delivered daily to the school
- Prepared hot lunch
- Snacks for After School Program

#### Breakfast Program

The breakfast program begins at 7:30am. Students who arrive on school property must enter through the main school doors where supervision is provided.

## **FUNDRAISING EXPECTATIONS**

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

## **GANG ACTIVITY**

The following activities/behaviors shall be constituted as violations and are subject to disciplinary actions:

- 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, including but not limited to intimidation and threats of physical harm of others.
- 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, and/or style of writing that appears to be gang-related on paper, notebooks, textbooks, or other surfaces.
- The use, possession, and/or concealment 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 normally warrant a certain period of suspension. 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. Based on circumstances and the severity of the matter, the policy will be notified as directed by the law.

## **GRADUATION**

Diplomas are awarded to eighth graders who have:

- Completed the school's academic requirements
- Achieved a passing grade in all subjects
- Adhered to the school's code of conduct
- Returned all school materials
- Diplomas will not be awarded until all financial obligations are paid in full

In preparation for the selection of the valedictorian and salutatorian, the teachers will review the permanent records of the top ranking students. A cumulative grade point average will be obtained from all subject marks for each student beginning in 6th grade. Ordinarily, the highest-ranking student will be named as the valedictorian, with the second-highest ranking student being given the honor of salutatorian. If a distinction is

not clearly evident, the administration reserves the right to judgment along with the qualities of civic and Catholic responsibility and leadership. The final decision rests with the principal and pastor.

### **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.

### **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.

### **HARASSMENT**

Any form of behavior which interferes with a student's or employee's performance or creates an intimidating, hostile, or offensive environment for a student or employee is considered harassment; and as such is directly opposed to our mission as a school and Catholic community and will not be tolerated.

We will maintain a learning and working environment that is free from harassment. This applies to all students, faculty, staff, administrators, members of the board, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school activity takes place. Harassment of any type will not be tolerated. Anyone who violates this policy is subject to appropriate disciplinary action, which may include suspension or expulsion from the school.

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for

harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, socioeconomic status, religion, gender, and sexual orientation.

### Sexual Harassment

One particular category of harassment, sexual harassment, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- Teasing or jokes of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks or sounds.
- Subtle pressure for sexual activity.
- Intentional brushing against a person's body.
- Display of offensive pictures, posters, or other graphics.
- Leering, inappropriate patting or pinching, and other forms of unwelcome touching.
- Otherwise creating a hostile, intimidating, or offensive environment.

Any member of the school community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely, but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not requested, he or she should report the incident to an appropriate official (principal, or in the case of a complaint against the principal, to the assistant principal or pastor).

The principal will assume responsibility for investigations of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment.

Based on the investigation, appropriate action, including but not limited to, counseling, disciplinary warnings, or other disciplinary actions may be taken. An investigative report documenting interviews, conclusions, and recommendations will be completed.

The complainant, the alleged harasser, their parents (if either is a minor) will be advised of the outcome of the investigation, preferably in writing. In cases involving minors, a report to the police will be filed if required by state law.

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed toward anyone who makes a complaint or assists in the investigative process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation will be monitored as the principal deems appropriate.

## **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.

Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony. Failure to report hazing is a Class B misdemeanor. 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 the 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 the 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.

Failure

## **HEALTH**

The following records are required by Illinois State Regulations:

- **Examinations:** The State of Illinois requires every child entering school for the first time in pre-kindergarten, kindergarten, or first grade, and all sixth grade students to have a complete medical examination within a year of the first day of school. A dental examination is required for these students in kindergarten, second grade, and sixth grade.
- **Immunizations:** Illinois State law requires every child's parents to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school. The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Mumps, and Rubella.
- **School Exclusion:** According to Illinois law, any child whose parent has not

presented proof of required health examination and immunizations shall be excluded from school. Parents shall meet these requirements by October 15th. After the date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parents. There will be no exceptions on Health Exclusion Day.

## **HOMEWORK**

One of the chief means of communication between the parent and the teacher is homework. It provides the parents with an opportunity to follow the students progress in school. Cooperation in supervising the study period is a vital element in the learning process of the student. Parents are encouraged to provide the student with a quiet place in which to study. Cell phones, television, and other distractions should be eliminated during the homework period. Homework is the responsibility of the student. Emphasis is placed on completeness, accuracy, and neatness.

The following is the average amount of time a student would be expected to spend doing homework on a daily basis. This does not take into account the students' distractions, personal ability to complete tasks efficiently, and testing preparations. The majority of a student's homework should be independent reading time.

K-2	20 minutes
3-5	30-50 minutes
6-8	60-90 minutes

The required reading time is determined by the individual teacher at each grade level.

## **ILLNESSES and INJURY 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.

### *Illness*

If a child is ill and will not be coming to school, it is important that you notify the school office, either by phone or email advising as to when the child will be missing school and why. When the child returns, we ask that all parents send a note to the school notifying us as to the reason for the absenteeism and an update on the child's condition. If your child has cold/cold symptoms, or a fever, the child needs to be free of fever for 24 hours, if coughing or running nose, we appreciate taking precautions, we highly recommend students wear a mask if coughing.

## Medication

School Medication Procedures are in accordance with the Archdiocese of Chicago Office of Catholic Schools. 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 maintain medication in the school office if approved medication is submitted with the appropriate permission. Available upon need/request from the main office, is and must be maintained a copy of the **Medication Authorization Form, Physicians request for self-administration of Medication, Parent/Guardian permission and authorization, and the annual medical information and Emergency Notification Form** (must be updated annually) for all students needing prescription medication including but not limited to epinephrine, asthma medication, diabetes medication, and/or medical cannabis etc. 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 must be 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.
- 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.

## 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.

## Injury

All injuries are reported to the office as soon as possible. The office personnel will attend to the injured person and record details in an on-going log. Every attempt is made to communicate with the parent regarding the injury of his/her student and an incident report will be completed. Potentially serious accidents are reported to the Archdiocesan insurance company. The school does not take financial responsibility for accidents that occur during the school day. It is the responsibility of the parents to provide insurance for their children.

### Concussion Protocol

<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).

## **INSURANCE**

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

## **LIBRARY**

Instruction in the use of the library is extended to the students on a regular scheduled basis for grades 1st through 8th. 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 lost books will be added to the tuition bill at the end of the year.

## **LOST and FOUND**

The school is not responsible for the loss of uniforms, lunch, and tuition money, jewelry, bicycles, and other items. Any article found in or around the school building will be placed in the lost and found box located in the school basement. Items will only be held for one week so it is very important that you label all student belongings with permanent markers.

## **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 seated, with the exception of disposing of garbage and/or according to established lunchroom procedures.

Consequences of negative behavior may include but not limited to 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 teachers 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.

## **NON-CUSTODIAL PARENTS**

St. Genevieve Catholic School abides by the provisions of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### *Release of a Student to Non-Custodial Parent*

A court order is required to prevent a non-custodial parent access to the student or to school visitation rights. This includes the release of the student to the non-custodial parent in addition to school visitation rights.

If it is determined by the school that the custodial parent may not be expecting release of the student to the non-custodial parent, the school will contact the custodial parent. The school will not release a student to a non-custodial parent if there are concerns regarding the student's welfare and safety. In such cases, the non-custodial parent may be denied access to the student. If necessary, local law enforcement will be contacted.

## **PARENTS**

A parent is either the natural parent of a student, a court appointed guardian, a foster parent of a student, or an individual acting as a parent in the absence of a natural parent. St. Genevieve Catholic School follows the provisions of the *Family Educational Rights and Privacy Act* that permits parents to inspect and review their students' school records.

The school will not disclose anything to third parties from a student's records unless the parent consents in writing prior to the disclosure or the information is directory information that has not been requested to be kept confidential. Parents have the right to represent evidence that the school should amend any part of the students record which they believe to be inaccurate, misleading, or otherwise in violation of a student's right. If the school decides not to change the record, parents may insert an explanation in the record. In the case of non-custodial parents, the school will provide parents with access to the school records and other information of his/her child, including medical, dental, child care and other school records, unless the school is provided with a court order prohibiting that parent from inspecting or obtaining such records.

### *Parent/Guardian Conduct*

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. 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. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meeting between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student. When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:
  - Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
  - Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

## **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.

## **PARENT/GUARDIAN-TEACHER CONFERENCES**

The parent/guardian-teacher conferences give 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 trimester and by request during the second trimester. Additional conferences can also be arranged by writing a note to the teacher or emailing, 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.

## **PARTY INVITATIONS**

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

## **PERSONAL BELONGINGS**

Non-educational personal belongings shall not be brought to school without permission

of the teacher. Such items will be confiscated and returned only to parents/guardians. There is no buying and selling of items without school authorization.

## **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.

## **PROTECTIVE CUSTODY OF A STUDENT**

The Abused and Neglected Child Reporting Act (ANCRA) states that only the following may take protective custody of a child if urgent and immediate necessity exists regarding the safety and well being of the child:

- Law Enforcement (Police)
- Physician treating the child
- DCFS Department of Child Protection (DCP) Investigators

In these situations, administration will notify the parent/guardian. However the police and/or Department of Child Protection (DCP) Division investigators from the Department of Children and Family Services (DCFS) are not required to wait for the arrival of the parent/guardian and may leave immediately with the child. The police and DCFS Department of Child Protection (DCP) investigator do not need the other's presence to take protective custody. Either entity can do so independently of the other agency.

In all such cases, St. Genevieve Catholic School will inspect and document the identification of the individual taking protective custody of a student.

## **PUBLIC SCANDAL INVOLVING STUDENTS**

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their student's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

Students will be subject to disciplinary action for:

- Actions gravely detrimental to the moral, spiritual, and physical welfare of other students;
- Actions which are detrimental to the school's reputation;
- Grave offenses which may include a violation of criminal law;
- Actions so outrageous as to shock the conscience or behavior of the community.

## **RECESS**

Recess is provided to the students for the same length of time as their lunch time. There are staff designated to monitor the recess areas. If the weather with windshield is above 25 degrees and principal authorizes based on outside conditions, the students will have recess outdoors which is why it is important that students have the appropriate outdoor accessories to stay warm for example, gloves, scarves and hats, etc. In the event of inclement weather, recess will be held inside the school building.

During 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 the school building.
- 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 conversations.

## **RECORDS**

St. Genevieve Catholic School keeps a permanent record for each student enrolled in the school.

Requests for student records may come in the form of a subpoena or a simple written request. Procedures for responding to a request for records are as follows:

- Requests for Student Records by a Third Party

The records of a student or former student will not be released to anyone other than the student or the student's parent or legal guardian without a subpoena.

St. Genevieve must fully respond to a subpoena for student records. If a subpoena requests any and all records pertaining to a student, it is the obligation of administration to provide any and all records. If, after producing the records, it is determined that there are additional records which were overlooked in response to the subpoena, St. Genevieve has an obligation to supplement its response to the subpoena by producing the additional records.

Certain records including psychological assessments pertaining to the student may not be subject to production in response to a subpoena.

- Access to a Students Records by a Non-Custodial Parent

Under Illinois law, a non-custodial parent cannot be denied access to the school records of his/her child, unless that parent is prohibited by an order of protection from inspecting or obtaining the records.

## **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.

## **RESPECT FOR PROPERTY**

Students are responsible for their choices regarding respect for school property. If for some reason, damage is done to property, the student will be responsible for making restitution. Students are responsible for books, desks, and lockers given for their use. An amount for damages will be assigned if damage is done. School books are to be given proper care and should be returned promptly so that others can use them. Students are also required to respect the property of their peers. No student may use or take the property of another without permission of the owner. Teachers do their best to teach respect for persons and property. However, neither the teachers nor the school can be held responsible for any theft or loss of personal property.

## **SAFE ENVIRONMENT REQUIREMENT - EMPLOYEES and VOLUNTEERS**

### *Protection of Children and Youth*

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

- *Archdiocese of Chicago Application for Employment or Volunteer Service* is to be completed by all prospective employees at the time of their interview. References are called and documented (local principal's initials, dated) on the form of the person being considered for employment. The school retains all application forms for 3 years following the interview.
- *Criminal Background Screening*

- All employees and all volunteers who work with children must complete an online background check.
- No one may begin to work or volunteer unless the criminal background check has been completed and approved.
- All school employees and volunteers are required to complete all the Virtus requirements online through the Virtus website. For assistance, call the Office for the Protection of Children and Youth at 312-751-5238.
- School employees hired after July 1, 2007 must be screened through digital fingerprinting procedures. Dates and sites are posted on the Archdiocese of Chicago website.
- All employees and all volunteers who work with children must attend the Virtus/Protecting God's children training program within three months of beginning employment, ministry or service.
- Verification of completing Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being hired or accepted as a volunteer.)
- If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.
- All employees and all volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form.
- The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.
- Child Abuse and Neglect Tracking System (CANTS)
  - All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System CANTS 689 form. The form is to be given to the school office.
  - One copy is mailed, by local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.
  - All school employees must complete CANTS 22 form acknowledging an understanding of the reporting requirements. They must attend a training workshop for Mandated Reporters.
- DCFS Class - Recognizing and Reporting Child Abuse- Training for Mandated Reporters.
  - All employees and all volunteers who work with children must complete the DCFS, Mandated Reporters class.
  - Once the class is completed the Certificate must be printed and brought to the school office.

**Note:** All of the above forms are available online at [www.archchicago.org](http://www.archchicago.org) under the Protecting God's Children link.

## **SAFETY PROCEDURES**

### Doors

In providing a safe environment for our students, the following is the policy regarding doors:

- Teachers should never prop doors open, unless standing at the door.
- No student may open the door for an adult who is not a member of the school staff.
- Students are permitted to open the doors for a student in uniform or a teacher.
- When adults or visitors come to the school, they will be asked to report to the main office to check-in and receive a visitor's pass.
- After dismissal, students are not allowed to re-enter the building unless requested to do so by school personnel or accompanied by an adult.

### During the Day

- The principal and staff shall be responsible for ensuring adequate supervision of students during the entire time they are on school premises during the official times of the school day.
- The beginning and ending time of this supervision, including the After School Program, shall be published in the school handbook.

### Emergency Procedures

- School personnel shall be informed in writing about their responsibilities and about procedures in the event of an emergency.
- The school shall comply with local regulations for fire protection. Fire drills should be regularly conducted and documented.
- A comprehensive plan shall be designed for use in the event of tornadoes and other disasters.
- If a telephoned or written bomb threat is received, the police department is notified immediately.

## **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.

## **SCHOOL OFFICE HOURS**

The school office is normally open from 8:30am to 2:30pm each full school day. Shorter hours are observed during the summer and will be posted each June.

## **SCHOOL SECURITY**

The school doors are locked at all times. Security cameras are evident at the entrance to the school and at the east entrance to the school. Parents/guardians must enter through the front of the building, identify themselves to the school personnel if requested through the intercom and then proceed directly to the school office immediately. Once at the school office you will be requested to sign in and will be issued a visitors pass.

## **SCHOOL SUPPLIES**

Each child is expected to have available the school supplies designated at the beginning of the school year and to replenish their school supplies throughout the year. Students in grade 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.

## **SEARCH and SEIZURE**

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. Authorized 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. School authorities may request the assistance of local law enforcement in conducting these searches.

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 (any object that can cause bodily harm), illegal drug or drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

Items will be confiscated and disciplinary actions taken. Depending on the violation circumstances, students may require counseling, or may be suspended or expelled. Based on the item confiscated, school officials may report violations to the local Chicago Police Department.

## **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.

## **SUBSTANCE ABUSE BY STUDENT**

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription drugs, or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations are the possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemicals, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

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, on the St. Genevieve school campus, or off campus is subject to dismissal from St. Genevieve School. Any student suspected of drug use can be required to take a drug screen 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 Catholic School students who are 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.

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

### Smoke Free Environment

No individual, including students, staff members, or school visitors, is permitted to use any tobacco product at any time, including non-school hours:

- In any school building or school vehicle.
- On school grounds and/or property of the school which may include athletic fields and parking lots.

Individuals who violate this policy are subject to disciplinary action.

## **SUSPENSION/EXPULSION**

A suspension means being temporarily dismissed from or excluded from attending regular classes. The difference between suspension and expulsion lies in the possibility of the student being readmitted to the system. An expulsion is determined by the principal, in consultation with the pastor, and associate superintendent.

If a student is accused of serious wrong-doing inside or outside of school, the student can be placed on an in-school or out-of-school suspension and depending on the circumstances may even be subject to expulsion.

The following offenses are considered as serious and can result in suspension or expulsion from the school:

- Possession or use of a weapon
- Possession or use of alcohol, cigarettes, drugs, or drug paraphernalia
- Consistent use of obscene or profane language
- Disrespect of a teacher/faculty or staff and/or other students or adults
- Theft or vandalism to the school building or grounds (monetary compensation will be expected for such actions)
- Gang or suspected gang activity
- Doing anything which threatens health, safety, or welfare of self or others
- Fighting or physically harming another student or teacher
- Sexual harassment
- Gambling and/or the selling of lottery tickets and/or other unapproved items
- Continued disruptive behavior which hampers the teaching/learning process
- Truancy (including leaving school grounds without permission)
- Harassment and/or bullying (see definitions in handbook)
- Other behaviors unbecoming of a student in a Catholic school

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.

## **TARDINESS**

The school doors open at 6:00am each day, in which children are to go directly to

before care. The school day begins promptly at 8:00am. St. Genevieve Catholic School expects promptness and encourages parents and students to meet this expectation. Promptness is an important value to teach and expect from every student. Anyone entering the building after 8:00am must report to the main office and will be marked tardy.

## **TECHNOLOGY & USE OF SOCIAL MEDIA**

### *Technology*

St. Genevieve Catholic 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 by facilitating resource sharing, innovation, and communication and is under the supervision of 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. St. Genevieve Catholic School maintains a firewall and appropriate filters for inappropriate material and believes that the value of information, interaction, and research outweigh 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 not different from proper behavior in all other aspects of school. 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 uses regulations forms at the beginning of the school year and they must abide by the rules and regulations set forth in that authorization. Inappropriate use of the internet (social media bullying, offensive emails/posts, etc.) which is brought to the attention of the school will be investigated.

### *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. The investigation will be conducted in accordance with (105 ILCS 75/) Right to Privacy in the school setting. If an investigation is warranted, during that investigation a student may be required to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the schools rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

### *Chromebook/Ipad User Agreement*

All parents must sign a Chromebook Agreement and Technology use agreement prior to a student receiving their chromebook/ipad.

*Purpose:*

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

Students with any device are required to follow the guidelines within this document

*Receiving the Device:*

Parents must sign an agreement with the school before a device can be issued. Device is ONLY to be used on school property and CAN NOT be removed from the school building. 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 for any reason, a device is taken out of the school building, students who transfer or withdraw from the 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/or 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.

*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 the appropriate forms with the school office, a device will not be issued to the student. If you have any 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 devices because we have necessary monitoring software that are installed 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 and bringing a copy of that report to the main office.

*Failure to return a device or accessories belonging to the device 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.

## **TEXTBOOKS**

Hardcover textbooks are on loan to the students as the property of St. Genevieve Catholic 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.

## **TELEPHONE USE**

The office telephone is for business and emergency use only. In case of an emergency (illness or injury), the school secretary will place a call to the parents/guardians. Students will not be called to the office to receive phone calls. Students are permitted to use the phone only in emergency situations and in the case of a teacher requesting them to stay after school.

## **TRUANCY**

If a 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.

Regardless of reason for absences, a student will be considered truant after 9 absences. When truancy occurs the principal will investigate the situation and take appropriate action.

Any 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)

In the State of Illinois, a Chronic Truant is any student subject to compulsory school

attendance who is absent without valid cause for 5% of the previous **180 school days**.

The absenteeism and truancy policy must include a definition of a valid cause for absence in accordance with Section 26-2a of the School Code. Section 26.2a lists the following as a valid cause for absence:

- A. Illness, including the mental or behavioral health of the student;
- B. Observance of a religious holiday;
- C. Death in the immediate family or family emergency;
- D. Other situations beyond the control of the student, as determined by the Board of Education in each district [or nonpublic school administration];
- E. Such other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

Items A-E above must be included in the absenteeism and truancy policy at a minimum. A school or district may elect to include additional items in its definition of a valid cause for absence.

## **TUITION**

It is imperative that tuition and other sources of revenue are collected in an efficient and timely manner. St. Genevieve Catholic School develops financial agreements with parents/guardians as a way of formalizing payment schedules for the educational services provided by the school. Families who fail to pay tuition on time may be asked to leave or the student(s) may be excluded until financial obligations are met.

### Procedure for Payments

St. Genevieve Catholic 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 a payment is made.

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.

## **UNIFORM**

Uniforms are worn every school day except when announced to the contrary. In the interest of health, safety, and school cleanliness, cowboy boots, work boots, snow boots, and shoes that mark the floor and/or cause tripping and falling are not to be worn in class. Students come to school each day in a complete and clean uniform. The principal retains the right to determine whether or not any uniform item is acceptable.

St. Genevieve students are expected to be well groomed in a traditional sense. Hair must be clean and neatly trimmed. Natural hair color only! The principal retains the right to make the final determination as to whether or not any given hair style is acceptable and fits within the definition of traditional and well groomed. All uniforms are worn in a modest fashion and students are expected to wash daily and wear clean clothes.

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.

It is recommended that you mark your child's uniforms with some sign of personal identification. The school recommends no jewelry, bracelets or rings be brought into the school. The school/teachers are not responsible for lost items.

### *Kindergarten - 8th Grade School Uniform Policy:*

- Shirts - Boys & Girls - must be purchased through Dennis uniforms and must have the St. Genevieve logo. All shirts must be tucked in.
- Pants - Navy pants (plain, straight leg, no decorative pockets or zippers, etc.)
- Belts - Belts must be worn with pants (navy or black) for all 2nd - 8th graders only.
- Shorts - Navy shorts may be worn from August - October (purchased through Dennis Uniforms) weather permitting with principals authorization.
- Sweater - Navy blue sweater or fleece with school logo (purchased through Dennis Uniforms)
- Shoes - Black, brown or navy dress shoes
- Socks - Students must wear socks at all times
  - Girls may also wear tights, **not leggings**.
  - Socks and tights must be black, navy or white.

### *Kindergarten - 8th Grade Gym Uniform Policy:*

- T-Shirt - Includes logo (purchased through Dennis uniforms)
- Sweatpants or shorts - include logo (purchased through Dennis uniforms)
- Tennis shoes - must be black, white or blue (NO OTHER COLORS OR NEON will be accepted)

### Kindergarten - 4th Grade Girls Uniform Options:

- Jumper - Plaid uniform jumper (purchased through Dennis uniforms)
- Skirt - Plaid uniform skirt (purchased through Dennis uniforms)
- Pants - Navy blue

### 4th - 8th Grade Girls Uniform Options:

- Skort - Plaid uniform skort (purchased through Dennis uniforms)
- Skirt - Plaid uniform skirt (purchased through Dennis uniforms)
- Pants - Navy blue

### Pre-School Uniform Policy:

- **Boys and girls uniforms** - may wear the St. Genevieve Gym uniform on any day. Purchased through Dennis uniforms.
- **Girls (optional) Polo dress** - purchased through Dennis uniforms
- **Boys and girls Navy blue shorts** - weather permitting during the months of August to October with principals authorization
- **Shoes** - Velcro shoes ONLY.

### Hairstyles:

- Hairstyles must be neat and are subject to the approval of the administration.
- Hair must be clean and well-groomed.
- No extreme hairstyles allowed.
- No bleached or dyed hair.
- Gentlemen's hair must be above the shirt collar and cut short in order to be kept out of their eyes.
- Facial hair is not permitted.

### Uniform Guidelines:

- Students must be in compliance with the uniform guidelines while on site during the school day.
- Uniform shirts may have no decals, printing, advertising, etc.
- Shirts must be tucked in.
- Pants must be properly sized and worn at the waist.
- 2nd Grade - 8th Grade MUST wear a belt.
- Uniform skirts and jumpers must be no shorter than two inches above the knee.
- No mohawks, faux-hawks, blow-outs, mullets, tails, or hair tapered like a tail.

### Out of Uniform Guidelines (Dress Down Days)

- Clothes must be modest, clean, and in good condition.
- Halter tops, spaghetti strap tops, strapless tops, and bare midriff tops are not

allowed. Shoulders and stomachs must be covered at all times.

- Cutoffs and short shorts are not allowed.
- Clothing may not mention, have likeness to, or have reference to alcohol, tobacco, illicit drugs, or any other unhealthy, unchristian activities.
- Clothing can not display sexual or violent graphics.
- No flip flops or sandals at all during the school year, only closed-toe shoes.

## **VISITORS**

Visitors must register with the school secretary at the main office to receive a Visitor's Pass before proceeding to any other part of the school. The Visitors Pass must be worn at all times while in the building before 3:00pm. These procedures are in place to keep our student body, faculty, staff, and visitors safe. In case of an emergency it is imperative for us to know who is in our school.

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 prior permission.

## **WEAPONS**

The possession and/or use of a weapon may result in suspension or expulsion. A weapon is defined as an object designed to inflict bodily harm. Since some objects designed as tools and/or school supplies have the capacity to inflict bodily harm, all items such as scissors, compasses, rulers, etc. are to be used carefully and only as directed by the teacher. Items such as pocket knives, that have no educational use, are not to be brought to school at all. If a weapon is found, our Local Chicago Police Department will be notified, as well as, the Illinois State Police will be notified immediately through the School Incident Reporting System (SIRS).