

St. Celestine School 2023/24 Family Handbook

MISSION STATEMENT

St. Celestine School is a Catholic elementary school that exists as a part of the parish faith community which seeks to instill gospel values and promote spiritual growth through liturgies, service, and commitment to God. St. Celestine School recognizes individual differences and provides a quality academic foundation which fosters opportunities for academic, physical, and spiritual development in an atmosphere of peace, safety, hope, and love. St. Celestine School encourages each student to care for the environment and to respect God's people. St. Celestine School challenges the students to lead lives rooted in Christ.

A PARENT'S PRAYER

Loving God, we thank you for all the blessings you have bestowed upon us, especially for the children and our relation to them. We ask that you will endow us with the wisdom and strength as we care for and nurture them. May we be your instruments to lead our children to a realization of your power and your love.

St. Celestine, guardian of our faith, pray for us.

SCHOOL PHILOSOPHY

St. Celestine School is dedicated to the blending of the total message of Christ and his Church with the finest academic education possible for our students. As a faith community of students, teachers, parents, clergy, and parishioners we unite our time, service, prayer, and love to lay a solid foundation encouraging the development of personal responsibility as the students shape their world committed to Christian justice. St. Celestine School provides an atmosphere in which to grow, where individual potentials and successes are realized as students begin this life-long process of education perfected in eternal life.

The philosophy of St. Celestine School, as defined by the National Conference of Catholic Bishops, incorporates the threefold purpose of Christian education: to proclaim the word, to build community, and to serve God and humankind.

This philosophy provides for and encourages each student to reach his/her spiritual, academic, social, and physical potential. It encourages the growth of Christian values and contributes to the development of the God-given abilities of each student.

The spirit of St. Celestine School can be observed in the support and respect demonstrated among faculty members, parents, and students. The faculty and parents assume and share the responsibility of educating the whole child while preserving his/her individuality and uniqueness. The positive result of this is found in prayer, service, and commitment to God, church and neighbor.

Statement of Affiliation: St. Celestine School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Celestine School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in this school. We follow IL School code and case lay Pylar vs Dow.

St. Celestine School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies. The school endeavors to educate all students within the limits of the school's educational program.

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

St. Celestine School accepts and acknowledges the Archdiocesan policies and Administrators Handbook as its policy structure and procedures. Questions regarding said policies may be directed to the School Principal, Pastor, or Archdiocese of Chicago.

PERSONNEL

<u>Parish Priests</u>	Rev. Paul Cao Rev. Moises Navarro Bishop Jeffrey Grob
<u>Principal</u> <u>Assistant Principal</u>	Mrs. Sheila Klich Ms. Cindy Hamilton
<u>School</u>	3017 N. 77th Avenue Elmwood Park, IL 60707-3984 708-453-8234
<u>Pastoral Center</u>	3020 N. 76th Court Elmwood Park, IL 60707 708-453-2555
<u>Creed Center</u>	3023 N. 77th Avenue Elmwood Park, IL 60707 708-452-7370
<u>Coordinator of Religious Education</u>	Ms. Ruthanne Swiatkowski
<u>School Staff for 2021 - 2022</u>	
Preschool	Mrs. Ann Jandrists-110 Mrs. Paula Niklewicz-109
Kindergarten	Mrs. Michelle Doyle-113 Ms. Ms. Kaitlin McNulty-114
Grade 1	Mrs. Patricia Jensen-106 Mrs. Mary Guerrero-107

Grade 2	Ms. Anna Deavila -104 Mrs. Susan Petri-105
Grade 3	Mrs. Monique Mueller-100 Ms. Ceeila Shatat-101
Grade 4	Mrs. Jennie Griffin-102 Ms. Giovanna Gianfortone-103
Grade 5	Mr. Sean Paschal-206 Mrs. Angela Carli- 211
Grade 6	Ms. Margaret Healy-207 Mrs. Cara Schnoebelen-213
Grade 7	Mrs. Leticia Orozco-202 Mrs. Amy Roberts-Paeth -205
Grade 8	Ms. Cindy Hamilton-203 Mr. Sean Monahan-204
Physical Education	Mr. Jeff Fredrickson
Director of Technology	Mrs. Cindy Gallagher
Resource	Mrs. Cara Schnoebelen
Music	Mr. Craig Kamptner
Art Instructor	Ms. Donna Vessini
Spanish	Mr. Christopher Mazur
Speech Pathology	
Special Education	Mrs. Vicki Silber
Director of Development	Mrs. Gina Griffone
Director of Admissions	Mrs. Alyssa Jelinek
Teacher Aides	Mrs. Linda Bellisario Mrs. Tracy Benetatos Mrs. Carrie Luciano Mrs. Juliet Weiner Mrs. Stephanie Sabatino Ms. Kim Kahler Mrs. Rosie Scatchell
School Band Director	Mr. Lawrence Dybis

School Piano Teacher

Mrs. Anne Migliorisi

School Secretary

Mrs. Jennifer Ebervein

Financial Secretary

Mrs. Donna DeIMedico

Maintenance Engineers

Mr. Eric Mueller, Mr. Robert Vessini

ADMISSION

Children that are now enrolled in St. Celestine School shall have priority for the next year school's registration. Families with children already attending St. Celestine School must pre-register at least one week prior to general registration.

1. Next priority for registration at St. Celestine School shall be given to children of registered parishioners, children of non-parishioners, and transfer students from public school.
2. Open registration will begin at open house that takes place the last Sunday of January for those classes that have room. Some classes may be filled with pre-registered students. Parents and students will be notified of acceptance if necessary.
3. A child entering pre-school 3, 4, kindergarten or first grade must be three, four, five, or six years old by September 1st of the current year.
4. All student registrations must be accompanied by a birth certificate and baptismal certificate, if applicable.

Students may be registered on a probationary basis, at the Principal's discretion. The Principal may request a meeting with the parents(s) and child prior to admission.

Transfers, academic, sacramental, and current health records are required of all students entering first through eighth grades. Current health records are required of all pre-school, kindergarten, and first grade students who enter school for the first time, and for all sixth grade students.

WITHDRAWALS

When a student transfers to another school, the Principal should be notified via a letter at least two weeks in advance. It is necessary to know the name and address of the receiving school, as well as the new address of the family. All personal records will be forwarded directly to the Principal of the receiving school. All financial accounts must be completed before records will be forwarded. Records will be held until open balances are paid in full.

Parent Behavior and Withdrawal

Parents/Guardians are expected to demonstrate behavior consistent with the Catholic values 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: acts/behavior that is not aligned with the Catholic values and mission of the school, disrespectful, threatening, harassing, abusive behaviors/language, acts of intimidation, battery, assault, or other threats to the faculty, administration, staff, students, and volunteers of the school.

When a parent/guardian engages in any of the behaviors outlined above or in the school's parent code of conduct and, in the judgment of the Principal and of the pastor, such behavior negatively impacts the teaching, learning, or school environment, the following may occur:

- the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended
- the child(ren) of the parent/guardian may be temporarily or permanently suspended/ removed from the local Catholic School.

ATTENDANCE

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused.

A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Reporting Process:

Absences

For your child's protection, it is necessary for parents/guardians of students in all grades to call the office (708-453-8234) between the hours of 7:00am-8:00am to inform the school that the child will be absent that day. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received before the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Please give the following information:

1. Student's name
2. Name of the person calling and the relationship to the student
3. Reason for the absence

The school office will call those parents who have not contacted the school by 9:00am.

When a student is absent for 3 or more days due to any contagious illness such as chicken pox, pink-eye, head lice, strep throat, or whenever the Health Department recommends it, the child must bring a note from a certified doctor giving the child permission to return to school.

Tardies

Because we feel it is important to prevent excessive absenteeism and tardies, a 7:30am meeting may be held with parents, teachers and the Principal for any student who misses or is tardy seven days of school in a trimester.

After seven unexcused absences or tardies, the school reserves the right to issue detentions before or after school.

EARLY DISMISSAL

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at (708)453-8234.. Students to be dismissed early from school will be picked up from the school office.

EXCESSIVE ABSENTEEISM

A meeting may be held with parents, teachers and the Principal for any student who misses or is tardy seven days of school in a trimester.

After seven unexcused absences or tardies, the school reserves the right to issue detentions before or after school.

Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success.

If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school.

COMMUNICATION

If the home and the school are to work together in the process of education, they must communicate with one another. The school can only build on what the student brings from home. The Brown Envelope goes home each Wednesday and must be signed by parent/guardian and returned promptly on the next day. There will be a 50 cent charge for replacement of the brown envelope. Parents can also sign up for electronic communication for some items. The school does use School Messenger Service to notify families of emergency or important information

Every month a calendar is sent home with each child or youngest in the family. Occasionally newsletters which are important communiqués from the school to each home are sent to each family. Parents should check with their child daily to make certain bulletins are brought home.

Telephone messages will not be given to students during the school day.

PARENT-TEACHER CONFERENCES

Conferences are formally scheduled each year following the first report card marking period. This will afford an opportunity for the parent to confer with the classroom teacher on matters

pertaining to the growth and development of the student and to receive an evaluation of his/her accomplishments.

Should a parent deem it necessary to have additional conference appointments, a note or call to the teacher requesting such is advisable. This should be made at least one day prior to the time desired in order for the teacher to make any adjustments in his/her schedule.

At no time should teachers be expected to leave their class during school hours or lunchtime to hold a conference, nor should a parent go to the classroom between 8:00 a.m. and 3:05 p.m. for this purpose.

Conferences may either be face-to-face or virtual.

CONFLICT MANAGEMENT

If at any time there is a question, conflict, or a need arises the student's teachers should first be contacted. If the situation is not resolved an appointment with the Principal should be made. A conference or phone conversation is always available.

The expectation of collaborative, Christ-centered communication is held for both sides. Such communication is expected through in-person communication, telephone communication and electronic communications, such as emails and/or social media posts. St. Celestine School strives for positive communications and expects families to do the same.

Schools are required to report any attacks on school personnel to law enforcement and to the Illinois State Board of education.

FAMILY INFORMATION

To maintain effective records and files the school office should be notified of any change of address or phone number (business or home) as soon as possible.

Parents going out of town for several days should let the office know the name and phone number of the person responsible for the students' care in their absence.

If a change happens in the family during the year because of a separation or divorce it would help us better respond to the children if we were notified. In child custody situations it is important that the office be informed who is to be the custodial parent with the appropriate, up-to-date legal documentation.

This school abides by the provisions of the family educational rights and privacy act with regard to parents' rights or access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of non-custodial parent to his or her child's school records.

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

It is the responsibility of the custodial parent to provide the Principal with an official copy of the court order. It is the responsibility of the custodial parent to provide updated documentation

should changes be made to the court order during the school year. The school must have the most current paperwork available.

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

By law the state of Illinois requires school personnel to inform the Department of Children and Family Services of any allegation/suspicion of child abuse/neglect.

CURRICULUM

Educators have made great strides in developing creative programs which lead students to discover basic concepts through exploration and experimentation under the direction and encouragement of their teachers. Cognizant of such programs we have endeavored to make our educational program more personal and relevant to each student.

The curriculum for each grade is presented by each teacher at the parent meetings held in September. Curriculum maps highlighting general themes for all subject area as well as the total curriculum are available for viewing in the school office.

All of our programs are planned according to the directives of the proper educational authorities: the Church, the State, and Diocesan Schools Office. The curriculum for each grade includes the following subject areas: Art, Language Arts (English, Reading, Spelling, and Handwriting), Foreign Language, Mathematics, Music, Physical Education, Religion, Science, Social Emotional Learning, Social Studies and Technology.

RELIGIOUS EDUCATION

The academic, physical, social, and spiritual development of the child is rooted in his/her religious formation. This begins early in the child's life under the supervision of parents and is nurtured by the school. To foster this growth, St. Celestine School offers a planned religious education program and participation in liturgical and para-liturgical celebrations at all grade levels. Prayer opportunities are a regular part of learning and will take place throughout the year.

Preparation for the sacraments is special and of assistance to both the parent and child in developing a deeper love for and understanding of the sacraments. We stress the importance of parent involvement in the sacramental preparation. Similarly, after reception of a sacrament, the continued participation in the sacrament is the responsibility of the parent.

PHYSICAL EDUCATION

Formal physical education classes will be conducted for all students in grades K-8. If a student is unable to participate in these classes for a reason of health, he/she must bring a note from a parent and/or physician stating the reason and duration.

Students who are unprepared for gym will not be allowed to participate. Repeated non-participation is detrimental to the grade each trimester.

FIELD TRIPS

Field trips are regarded as an extension of our curriculum and are considered a regular part of the educational experiences. Such trips are arranged by the faculty throughout the year with the approval of the Principal. Written consent of the parents is always needed before a child is permitted to go with his/her class. A student who does not have a permission form will not be allowed to go on a trip. A phone call from a parent cannot be accepted in place of the signed form. All costs of a field trip are absorbed by the students.

All field trip days are not optional free days. They are counted as school days. Any student who does not participate in these events is required to attend school and to complete a normal day's class work.

The school reserves the right to refuse to allow a student to participate on a field trip when his/her behavior is judged inappropriate.

HOMEWORK

Homework is the oral or 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. Each teacher will make a special effort to correlate all homework assignments with the lessons already presented in school. They will be given in such a way that the parent can serve as a guide to their completion as well as follow the student's subject matter and progress in school.

Written work, research, memorizing, drill, projects, are some types of homework. Whatever type is assigned it is important to help the child realize early that homework is his/her responsibility and an aid to developing good habits of independent study that will be expected as his/her education progresses.

In grades three through eight each student must have an assignment notebook that is supplied by the school. Homework assignments are to be recorded in this book each day. It would prove most beneficial if you would periodically check the book in order to be aware of the assignments due.

Homework for a student that is absent will be available for pick-up in homework hall (security entrance of the school) from 3:00-3:30 p.m.

Missing homework will be recorded on the weekly progress reports for grades 3-8. Non-graded missing homework will lose points on the general homework grade. Graded homework/projects will lose one grade for each day it is late, for example a graded assignment that earned a "B" grade will become a C grade after one day, a grade of D after two days, a grade of F (69%) after 3 days and a grade of zero after four days late.

EXTRA CURRICULAR ACTIVITIES

The purpose of co-curricular activities at St. Celestine School is to provide an opportunity for the students to participate in activities which are not incorporated into the regular school day for

reasons of needs, facilities or interests. These activities are in addition to the regular classroom requirements and are developed to:

- Encourage leadership potential
- Create a spirit of cooperation and teamwork
- Build self-discipline
- Provide an opportunity for improvement of skills
- Fulfill individual needs for success in areas not included in academic programs

Students should remember that involvement in any extra-curricular activity assumes they can conform to the policies of the school, demonstrate good citizenship qualities, and make an effort to succeed scholastically. As participants in such activities they represent the student body, the school and the parish. Violations of rules indicate that a student cannot exhibit the self-discipline and responsibility necessary for a position of leadership or representation.

A Student Council is available to help foster a sense of leadership and responsibility.

A school yearbook is developed every year. An Academic Club, Science Club, Drama Club, Art Club, Reading Clubs, Spanish Club, Scrabble Jr. Club and Student Choir are available for student participation.

Activity offerings for a particular year are also created with health and safety requirements in mind. Guidance from the Archdiocese plays a role in what can and cannot be offered.

SCHOOL BAND

The St. Celestine School Band exists to provide students with an expressive and creative outlet of their musical talents through the study of wind and percussion instruments.

Students in grades 4 through 8 are eligible to participate with new members being recruited each Fall from grades 4-6.

Lessons are given during the school day with full rehearsals taking place before or after school. The band presents Christmas and Spring concerts each year. Tuition rates and scheduling information may be obtained from the Band Director.

Band offerings are also created with health and safety requirements in mind. Guidance from the Archdiocese plays a role in what can and cannot be offered.

DISCIPLINE

The purpose of discipline in any human community is to help maintain order so that specific objectives can be attained. In a school it creates the favorable conditions necessary for study and an orderly school life. It is the means of developing order within the student her/himself. In this sense it is not only a part of learning, but also the very basis of learning.

Helping the child grow in emotional intelligence and self-discipline should be the constant aim of both parents and teachers. This involves not only a training of the intellect, but also a training of

the will. When it is necessary that disciplinary measures are resorted to by the teacher or principal, they will be effective only to the extent that we have the whole-hearted cooperation of the parent. Your attitude of respect for authority and for good judgment on the part of the teacher, as well as your appreciation of the efforts of the school, is reflected in the attitude of your child.

All members of the Catholic School community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

Good discipline originates in the home. The parent is the first teacher of the child, and should develop in him/her good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for the law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interests of the child, including discipline.

Talk with the child about school activities; show an active interest in his/her report cards and progress:

- ☐ Do you encourage your child to be enthusiastic about his/her school work?
- ☐ Does your child schedule sufficient time for home study?
- ☐ Is there a suitable, quiet place to study at home at a regularly scheduled time?
- ☐ Pencils, pen, paper, books dictionary, ruler, etc., should be at hand.
- ☐ Do you have family agreements that are kept regarding the use of telephone, electronic devices and TV?
- ☐ What do you suggest as a substitute when you're told there is no homework?

Consider:

Reading - continuous assignment for everyone, including magazines, newspapers and books chosen for enjoyment.

Reviewing - class notes, math processes, grammar usage, spelling.

Research - science or other long term projects that have been assigned.

What time is your child in bed each night?

Your interest and support at home are important to your child and greatly appreciated by his/her teachers.

When self-discipline fails there must exist rules and regulations for the management of school behavior. It is the student's individual responsibility to know and abide by these rules and regulations.

Good manners are expected of each child during the entire lunch period. Unacceptable behavior during the period will be reported to the Principal, and notification of misbehavior may be sent to the parents.

We know that both parents and teachers agree that the physical safety of our students during the school hours is paramount. The lunch period provides our students with a needed break from their studies and gives them an opportunity to get to know each other in a relaxed atmosphere. Please try to provide a nutritious lunch for your child. Carbonated beverages and glass containers are not allowed.

The following guidelines are the school rules. Each teacher has specific guidelines/rules for his/her class.

GUIDELINES AT ST. CELESTINE SCHOOL

St. Celestine School students follow the Behavior Rubric distributed at the start of the Academic School Year. It is based on positive reinforcement of behavior and states what children are expected to do.

SCHOOLWIDE INCENTIVES

A schoolwide use of *Shamrock Tickets* is in place to recognize students for appropriate choices and teachers use the *Shamrock Tickets* as part of classroom incentives.

Shamrock Shout Outs are regularly posted in the first floor hallway to recognize positive school choices and actions.

SCHOOLWIDE CONSEQUENCES:

The school's usual disciplinary actions are as follows :

- ☒ Verbal reprimand or reminder
- ☒ Written Reflection Form to help with decision making
- ☒ Teacher-Student conference
- ☒ 30 minute - 60 minute detention with Teacher/Principal.
- ☒ Parent contact...telephone and/or written contact with parent advising of problem(s) and enlisting their cooperation
- ☒ Parent-School conference...meeting at school with Teacher(s) Parent(s), Student and Principal

- Probation-.assigned for a period of time and a serious official warning
- In-school suspension-..a student is excluded from the classroom and regular participation in school life, but continues his/her work under supervision elsewhere in the school. Students will earn the privilege of returning to class. A suspended child may not take part in any school related activity such as sporting events and must keep up on school assignments. A \$25.00 fee will be due for supervision per day.
- Out-of-school suspension...temporary removal from school for a period of time. A suspended child may not take part in any school related activity, must keep up on school assignments, may not be permitted on school property unless accompanied by the parent.
- Expulsion...removal from school after notification of Pastor, School Board and Office of Catholic Schools.
- The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule or procedure for just cause at her discretion.

Specific guidelines concerning suspension of class activities or expulsion include:

- Leaving the school grounds during the school day without the expressed permission of the Principal.
- Demonstrating disrespect to teachers, administrator, teacher aides, or any other school personnel.
- Intentionally absenting oneself from class or not attending school on appointed days.
- Causing harm or injury to others through intentional fighting, maliciousness or thoughtlessness. Bullying will not be tolerated.
- Repeatedly disregarding classroom or school regulations. Smoking, vaping, drinking or using drugs on the school grounds. No pagers/cell phones are allowed during the school day.
- Any reference to gangs, this includes signs, clothing, language, symbols, actions, etc. Carrying knives or other objects deemed capable of causing harm or injury to others. Parents and the police will be notified of any weapons or drugs in the school.
- Vandalism or theft of school property or the property of others.
- Parents will be notified should instance involving drugs or weapons occur. The Archdiocese and law enforcement will be notified, as well.

St. Celestine has the following policy:

1. Students are expected to take pride in their school and to take care of school property.
2. Parents are financially responsible for any vandalism done to school property by their children.
3. Failure to make restitution will be subject to court action according to the parental responsibility act (Illinois Revised Statutes, Chapter 70, Section 51-57, Effective October 6, 1969).
4. Acts of vandalism and any other acts of inappropriate conduct are a definite violation of St. Celestine School policy and will be grounds for suspension and/or expulsion.

The school takes a strong stand against student fighting. Students reported to the Principal's office for fighting will receive a strong warning/consequence and parents may be notified. If the student involved is on a probationary status set by the principal, the student may be asked to leave the school as this is a violation of the probation.

When all attempts at correction fail, or when there is evident absence of cooperation from the parents, we will not accept a student for enrollment the following year.

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

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

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

The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

BATTERY AGAINST SCHOOL PERSONNEL

Written complaints of battery against school personnel will be directed law enforcement. The Illinois State Police will be notified of any instance of battery against school personnel.

BULLYING

BULLYING/HARASSMENT POLICIES AND PROCEDURES

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Bullying acts may be

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication;
- **Emotional** which includes, but is not limited to, intimidation , rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which **includes**, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.)

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles , at school bus stops waiting for the school bus , or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the ***Bullying/Harassment School Incident Reporting Form A*** from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete **Form A** within a day and give the form directly to the principal, keeping a copy for her/his personal records.

STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

1. **INTERVENTION:** **The inappropriate/unacceptable conduct should be stopped immediately.**
2. **INVESTIGATION:** **The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.**
3. **DETERMINATION:** **Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.**
4. **RESPONSE:** **Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion**

EVALUATION

ACHIEVEMENT TESTING

Students in grades Kindergarten through 8 are given i-Ready Benchmark Assessments in the Fall, Winter and Spring. General school test results are available for review by making an appointment with the principal.

WEEKLY PROGRESS REPORTS

St. Celestine School employs a weekly reporting system to parents in grades 3 through 8. This report indicates any missing/incomplete assignments to be signed by the parent. It is the responsibility of the student to present the report to the parent as well as to complete the assignments. It is also the student's responsibility to know what assignments are missing. Kindergarten, grades 1 and 2 handle problems on an individual basis. Progress reports can also indicate commendations for good work and behavior. Teachers and parents may also write notes in the comment section.

INTERIM REPORTS – ONLINE GRADING THROUGH POWER SCHOOL (Grades 4-8)

In order for a parent to have a true picture of a student's progress, assessment reports will be sent home between the trimester grading periods if necessary. (The teacher will explain his/her procedures to the students and parents at the beginning of the school year.) You are asked to study the report carefully, make contact with the teacher if this is indicated and return the signed report to the teacher. It is hoped that such reports will serve as a motivation to the students to make up what is lacking before a problem becomes too great, or to acknowledge effort and achievement when they are present.

REPORT CARDS

Report cards are issued 3 times a year (trimester) for all grades. The purpose for evaluating the student both in academic areas in work habits/attitudes is that both parent and teacher may cooperate in helping the student reach his/her potential.

It is important to remember that your child is an individual. The information given should not be compared to any other child's report, especially children in the same family.

In marking this evaluation of the student, the teacher considers his/her participation in class, grades achieved on home assignments, grades achieved on projects, grades scored on written tests/assignments and the capabilities of the student.

HONOR ROLL

Students achieve high honors if all grades in every subject area are at least an 'A-' grade.

Students achieve honor status if there are four 'A' grades in the major subject areas and a 'B' average in all other subjects.

Students achieve B honors by achieving a 'B' average in all subject areas.

'D' grades or check marks may keep a student from the honor roll.

The honor roll is for grades 5-8.

GRADING

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose:

A	(93 - 100)	The student is more than meeting the demands of the teachers. His / her work is completed on time. The work is of superior quality. It shows mastery of the subject matter. He / she has the ability to carry the job through and exerts a positive influence on the class.
B	(85 - 92)	The work is of superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.
C	(77 - 84)	He / she does satisfactorily the required work. The work is on time and is of average quality. The student is showing achievement.
D	(69 – 76)	The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain and confused. Work is below normal, but shows some evidence of growth.
F	(68 OR BELOW)	Unsatisfactory, with little growth taking place. Lack of interest and irregular attendance and attention.
FAILURE		Any student receiving two or more F's (or U's) in a major subject on the report card will be expected to attend summer school or have a minimum of 15 hours of tutoring. Verification of the above must be presented to the principal before the child will be promoted to the next grade.

EXTENDED DAY PROGRAM

There will be a \$10.00 materials/registration fee for each family participating in the before/after school program.

BEFORE SCHOOL PROGRAM

The Before School Program is a non-tutoring program designed for the working parents and is available as a long term service from 7:00 a.m. until bell time 7:50 a.m. This service is offered only for children enrolled in St. Celestine School.

Pertinent Facts:

- Fees are \$3.00 per child enrolled in program.
- Payment is due on Thursday for the proceeding week.
- There will be a \$20.00 charge for any NSF check.
- Child may do homework, read or engage in guided activities.
- Child will go directly to his/her homeroom when 7:50 a.m. bell rings.

AFTER SCHOOL PROGRAM

The After School Program is in session on all school days and day of early dismissal, with the exception of the day Christmas vacation begins and on the last day of school. It will not be in session on days that St. Celestine School is closed, on the days of Conferences, on the day Christmas vacation begins (which is early dismissal) and the last day of school.

Pertinent Facts:

- Hours are from Dismissal until 6:00 p.m.
- Held in the 114 Kindergarten room and the Gym.
- Students enrolled in St. Celestine School only.
- Minimum charge per student will be \$4.00 per each hour and \$4.00/hr for any fraction thereof. No family would pay more than \$10.00 per hour, 4 children max. There is a late charge of \$1.00 per minute after 6:00 p.m.
- Parents must contact the school if they are running late for a 6PM pick up.
- There will be a \$25.00 charge for any NSF check.
- The school must be able to contact the parent during Before and After Care hours.
- Parent/guardian must pay on Thursday for services rendered the previous week. Payments must be made on time or children will be dropped from the program.
- Phone # 1-708-453-8234.

Students are expected to adhere to the same, age-appropriate expectations they follow during the regular school day.

Parent/designated adult must sign each child out to assure proper billing. Failure to sign out will assume a 6:00 p.m. departure.

FINANCES**SCHOOL FEES AND TUITION**

In accordance with the St. Celestine School Tuition Policy, the first payment for the new school year is due by **May 1, 2023**. The 2023-24 tuition rates for Preschool full day for 3 and 4 year olds, Kdg. through 8th grade are as follows:

	Tuition				Curriculum Fee	12 Monthly Payments	10 Monthly Payments
	1st child	2nd child	3rd child	4th child			
1.	\$5678.00				250.00	494.00	592.80
2.	\$5678.00	4828.00			450.00	913.00	1095.60
3.	\$5678.00	4828.00	4031.00		650.00	1265.58	1518.70
4.	\$5678.00	4828.00	4031.00	1338.00	850.00	1393.75	1672.50
Non parishioner tuition for preK 4, K- 8th grade is \$5849.00 for 1 st child					250.00	508.25	609.90

The 2023-2024 tuition rates for Preschool half day programs are as follows:

3 Day- Morning Program (T,W, Th)

\$3041.00	190.00	269.25	323.10
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5 Day Morning Program

\$3320.00	190.00	292.50	351.00
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Non parishioner rate for 3 Day Morning	\$3467.23 per child*	288.94	346.72
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Non parishioner rate for 5 Day Morning	\$3769.29. per child*	314.11	376.93
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*Includes \$190 Curriculum Fee

A \$25.00 non-refundable registration fee per child is required.

Financial Aid opportunities are available. Families must be registered to apply for financial aid.

Tuition may always be prepaid. **Mandatory fundraising is not included in this document.** Thank you for your continued support to our school. You will receive invoicing information after the agreement has been received. The first tuition payment for the 2023-2024 school year is May 1, 2023.

TUITION POLICY FOR 2023-2024 SCHOOL YEAR

St. Celestine School and Parish accept the obligation of providing the best Roman Catholic Education possible within the limits of their resources. The Parish provides funds from the

Parish budget to help cover the cost of operating our school. Catholic school families are expected to fully participate in the life of the parish to help insure its vibrancy in the future.

Each student and parent is expected to observe the policies of the school as outlined in the school handbook.

In creating a FACTS Agreement, parents/guardians accept the responsibility of paying their tuition on time. Tuition is due on or before the **first** day of the month. Since our school receives **no** assistance from any agency, including the Archdiocese, timely tuition payments are essential to the continued operation of our school. Therefore:

1. In order for students to receive the reduced parishioner rate, their parents/guardians must be registered parishioners.
2. A non-parishioner rate is assessed for non-Catholic/non-registered families.
3. A \$25.00 non-refundable registration fee per child is due when registering for the next school year.
4. When a family falls **one (1) payment behind**, they will receive notification from the School Finance Secretary. Any family behind **two (2) tuition payments** will be asked to withdraw their children from school until such time as back payments are paid in full. The notice will give them a grace period of one (1) week before the suspension takes effect.
5. No child will receive his/her report card at each quarter or at the end of the year (or participate in 8th grade graduation ceremonies if applicable), unless all tuition and fees are current.
6. No student is guaranteed placement for the new school year until all tuition, fees, and penalties from the previous school year have been paid in full.
7. There will be a \$25 service charge for all NSF checks.
There will be a \$20 late fee for delinquent tuition and fees received after the **15th** day of each month.
There will be a \$6.00 service charge for all certified letters.
8. Each family with a child in PreK (all day) thru 8th grade is **required** to raise/pay a minimum of **\$200 in sales of raffle tickets** for the school fund-raiser. Each family with a child in any half day preschool program is **required** to raise/pay a minimum of **\$100 in sales of raffle tickets** for the school fundraiser. Any funds not raised/paid will be assessed the applicable amount due thirty (30) days after the completion of the school fund-raiser. Current K-8 families have the option of paying \$150.00 before the end of January in lieu of \$200.00 raffle ticket fundraiser.
9. The School Board Finance Committee, Principal, School Finance Secretary, or Business Manager may ask for payment of late tuition or fees thereof in the form of cash, certified check or money order.
10. The school is not responsible for collecting tuition payments from anyone except the parent or legal guardian who signs the tuition agreement.

HEALTH AND SAFETY

ACCIDENTS/ILLNESS

If a student becomes ill or is injured during the school day, the office will contact the parent or a person authorized by the parent. An emergency information card for each student is kept on file in the office, listing the names of persons to be contacted in the event a parent is not available. Parents are responsible for keeping the emergency card up to date. It is also imperative that a current telephone number where a parent can be reached, is on file in the school office.

A parent or authorized person must call for a student at the school office. No student will be permitted to walk home unless special arrangements have been made by the parents.

EMERGENCY CLOSING

During the winter months the Archdiocesan School Policy is to keep the school open unless there is extreme weather which breaks down the operating facilities.

Families will be notified via:

1. An automated call from the school
2. An email sent to all families
3. Facebook and social media postings
4. Notification on the school website

We will also be closed if the Archdiocesan School Office announces all schools in the Archdiocese are closing, including the suburban schools.

Families will be notified if St. Celestine School will be utilizing remote learning rather than closing. Remote learning will be utilized to the greatest extent possible since the school must meet the mandatory number of days in session.

Please remember we will stay open unless we are really forced to close. Judgment should be used in sending the young children to school, especially if they must walk a good distance in any type of severe weather.

When the National Weather Service issues a tornado warning in the vicinity during school hours or just before dismissal, we will follow our tornado drill plan and teachers and students will go to their designated safety areas until the threat is over. No child will be dismissed from school if there is a tornado warning for the local area.

SEVERE WEATHER

When a tornado or severe storm warning is sounded, the students will immediately move to the assigned hall space. They will remain there until the school receives an all clear signal from the local law enforcement or the weather radio.

During a tornado warning: the school will not dismiss until the all-clear signal has been sounded.

FIRE DRILLS

Fire drills are required and will be held periodically with the date and length of time needed to evacuate the building being recorded. In every classroom there is a sign directing students toward emergency exits. Fire inspections may be conducted at any time by local fire department officials and/or Diocesan inspectors.

MEDICATION

The office of Catholic School has specific school medication procedures. Forms and procedures that are to be followed are listed in the following pages.

If a student is on any type of continuous medication, it should be indicated on the emergency information card.

PHYSICALS

Physical examinations and up-dated immunization records are required by the state of Illinois for all students entering Kindergarten and Sixth grade and all new students. It is imperative that no child be admitted to these grades unless requirements are met by the first day of school.

SPECIAL HEALTH PROBLEMS

If a student has a special health problem this should be indicated on the emergency card as well as in letter form for inclusion in the cumulative file. Special problems include allergies, vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school. Emergency cards must be filled in and signed on both sides. Cards must be returned to school office as soon as possible

St. Celestine School has developed a comprehensive crisis management plan that is available in the school office for review.

MISSING PERSONS

Any notification of a missing person that is received will be promulgated through the proper channels of communication such as the school community, police department, Office of Catholic Schools. Records requests for any missing persons will be flagged accordingly.

**OFFICE OF CATHOLIC SCHOOLS
ARCHDIOCESE OF CHICAGO**

SCHOOL MEDICATION PROCEDURES

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

It is the policy of this school that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Procedures

1. Medication Authorization Form. No school personnel shall administer any prescription or non-prescription medicine unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee. No student shall be allowed to possess or consume any prescription or non-prescription medication unless a complete Medication Authorization Form for such student has been received by the School Principal or his/her designee.

Medication Authorization Forms are available at the school office. In addition, a **Medication Authorization Form** is distributed for each student at the time of enrollment. A **Medication Authorization Form** is complete if it contains the following information:

- a. A written prescription issued by a physician, dentist or other licensed prescriber. The prescription must set forth the child's name, licensed prescriber's signature and telephone number, medication name and dosage, and date of order;
 - b. Written administration instructions written by the licensed prescriber setting forth the route, time or intervals of administration, and the duration of the prescription;
 - c. Written indication, on the medication or by separate notation of the licensed prescriber, of the diagnosis requiring medication, intended effects and possible side effects of the medication; and,
 - d. Written permission and authorization for the administration of medication signed by the student's parent/guardian.
1. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the school with all medication in appropriate containers. Only medication for which a complete Medication Authorization Form has been received by the School Principal or his/her designee shall be allowed in the school. All such medication shall be provided in containers which are:
- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
 - b. Manufacturer-labeled for non-prescription over-the-counter medication.

3. Administration. Administration of medication means dispensing, distributing, or adherence to the route by which the medication is to be administered indicated on the completed Medication Authorization Form.

Medication will not be administered to any student by any school personnel unless the complete Medication Authorization Form contains the written request and authorization of a parent/guardian to have the School Principal or his/her designee, or school nurse (if applicable), administer such medication to the student, and the School Principal or school nurse (if applicable) has agreed in writing to administer the medication as set forth in the complete Medication Authorization Form. Such written agreement by the School Principal or school nurse shall be indicated on the completed Medication Authorization Form. The School Principal, or school nurse, retains the right to deny such requests to administer medication to the students provided that such denial is indicated on the completed Medication

Authorization Form.

Parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian come to the school to administer medication, if:

- a. A completed **Medication Authorization Form** has not been received and approved by the School Principal for the medication sought to be administered; or
- b. A request and authorization for the administration of medication is denied by the School Principal or school nurse; or
- c. The medication identified in the completed **Medication Authorization Form** is not given the School Principal in an appropriate container as described herein.

4. Self-Administration. A student may self-administer medication at school if so ordered by his or her licensed prescriber. Except as provided in Section 6, below, such medication must be stored in a locked cabinet under the control of the School Principal or his/her designee and a completed **Medication Authorization Form** must be received by the School Principal. The completed **Medication Authorization Form** must contain a written statement signed by the licensed prescriber and the parent/guardian verifying the necessity and the student's ability to self-administer the medication appropriately.

Except as provided in Section 6, below, self-administration of medication shall be under the supervision of the School Principal or his/her designee or the school nurse (if applicable). 5

5. Storage of Medication. Medication received by the school in accordance with a completed **Medication Authorization Form** and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal and his/her designees, and the school nurse (if applicable).

Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/ guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the medication will be appropriately discarded by the School Principal.

6. Carrying and Unsupervised Self-Administration of Medication. Students who suffer from asthma or allergies that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the following conditions are met:

- a. A completed **Medication Authorization Form** has been received by the School Principal or his/her designee or by the school nurse (if applicable).
- b. A completed **Physician Request for Self-Administration of Medication** form has been completed by the student's physician and parent/guardian and received by the School Principal or his/her designee or by the school nurse (if applicable).

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

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

MEDICATION AUTHORIZATION FORM

_____ SCHOOL, _____, ILLINOIS

Student's Name (Last, First, Middle Date of Birth Grade Date _____

Medications may be administered in school in accordance with the School Medication Procedures. No medication may be administered in school unless both the student's physician and parent/guardian have completed, signed, and returned the following to the School Principal or his/her designee:

X Medical Authorization Form

X Unsupervised Self-Administration Request Form (if the student is to carry and use medication on his/her own during school hours or during school activities)

X Medication in the original labeled container as dispensed (Prescription medication) or the manufacturer's labeled container (Non-prescription medication). The medication label shall contain the student's name, name of the medication, direction for use and date.

Physician's Order

Medication/ Health Care Treatment Dosage Time(s) to be administered _____

Intended effect of this medication Expected side effects, if any _____

Other medications the student is taking _____

May student self-administer medication under supervision of school personnel who do not have medical training?

(Please circle) YES NO

Administration Instructions _____

Discontinue Re-evaluation Follow-up (Please Circle): _____

Date _____

Physician's /Prescriber's Signature Date Signed _____

Physician's/ Prescriber's Name Emergency telephone number _____

Address City , State, Zip Code _____

Parent/Guardian Permission and Authorization

I hereby acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School Principal or his/her designee, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer in accordance with School Medication Procedures), lawfully prescribed medication and Non-prescribed medication in the manner described in the Physician's Order {Reverse side}. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices.

I understand that this authorization is not effective unless the School Principal or his/her designee has approved the medication authorization for my child and signed this form in the space provided below.

I further acknowledge and agree that, when such medication is to be administered or attempted to be administered, I waive any claims I might have against the School, the Catholic Bishop of Chicago, the parish, or any of their employees or agents arising out of the administration or attempted administration. In addition, I agree to hold harmless and indemnify the School, the Catholic Bishop of Chicago, the parish, and their employees or agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempted administration of said medication.

Parent/Guardian's Signature Date signed

 Parent/ Guardian's Name

 Address

 City, State, Zip Code

 Home telephone

 Business telephone

Medication Authorization Approved this ____ day of _____, 20__.

School Representative's Signature

On behalf of _____ School, _____, Illinois.

(SIDE 2)

Physician Request for Self-Administration of Medication

Name of Student Date of Birth

To:
Principal, _____, School,
_____, Illinois:

The above named child has _____

Name of Illness or Medical Condition

I am requesting that the above-named student be allowed to take the following medication during school hours or during school-related activities:

Name of Medication Type of Medication (tablet, liquid, capsule, inhaler, injectable)

Dosage Time(s) to be taken or administered

Possible side effects

I certify that this student has been instructed in the use and self-administration of this medication and is capable of self-administering the medication independently and without supervision. (Circle One):

Yes No

For ASTHMA and ALLERGY CONDITIONS ONLY: I also request that this student be allowed to carry the above-described medication on their person during school hours and during school related activities in order facilitate the self-administration of the medication as needed. (Circle One):

Yes No

Signature of Physician Date

Name of Physician

Address Emergency telephone number

City, State

INVITATIONS/TREATS

Since we try to make every child feel included at St. Celestine School, it is our policy to only allow birthday/party invitations, treats, etc. to be handed out in school if the entire class is included. Items such as stickers, pencils and similar items may be sent, rather than food items are encouraged due to allergies and student health issues.

LOST AND FOUND

During the year we have several unclaimed and unidentified items left in school. Please take the time at the beginning of the year to clearly and permanently mark your child's belongings---sweaters, jackets, boots, gym shoes, lunch boxes, mittens, etc. It would also be beneficial if you would check these periodically. In the event of loss, the student should make an effort to find the article. Inquiring at the school office is suggested. Lost items will be stored for a month. Students and parents may inquire about lost items.

SCHEDULES

Our school allows for approximately 6.25 hours + of instruction each day with a 30 minute lunch period. School doors open at 7:50 a.m. students should not arrive before bell time. Students are not allowed in the building before this time unless the weather is inclement or prior permission has been given by a teacher or the principal. This schedule may be adapted to allow for social distancing and COVID safety protocols.

The schedule is as follows Monday through Friday for all grades:

Grades All Day Preschool-8	7:50 a.m. 8:00 a.m. 3:05 p.m.	Doors open Classes in session Dismissal
Preschool	7:50 a.m. - 8:00 a.m. 8:00 a.m. – 10:40 a.m.	Drop off Morning session For morning students

On days of early dismissal, students will leave at 11:30 a.m.

Office hours are from 7:30 a.m. until 3:30 p.m. if at all possible, calls should be made during this time.

On the **1st Tuesday of each month**, dismissal will be **2:00 p.m.** for teacher in service – after care will be available

LUNCH PERIODS

KINDERGARTEN – ALL DAY PRESCHOOL	11:10- 11:40 P.M.
GRADES 1-2-3	10:51 - 11:21 A.M.
GRADES 4-5-6	11:33 - 12:03 P.M.
GRADES 7-8	12:15 - 12:45 P.M.

St. Celestine School offers a hot lunch program provided by the archdiocesan food service professionals free/or reduced lunch is available if applicable. Please try to provide a nutritious lunch for our child. Carbonated beverages/glass containers are not allowed. Students may bring clear plastic water bottles with water.

TECHNOLOGY

St. Celestine School Acceptable Use Policy 2023-2024

St. Celestine School understands that growing technological advances in education will change the way instruction and student learning occur. The world of technology, the Internet, offers a vast amount of resources that will allow for educational exploration. St. Celestine School will establish the appropriate guidelines for use of the Internet. The Acceptable Use Policy will be consistent with the mission and best practices taught within the school.

Internet access is available to our faculty, staff, and students. The Internet will allow our students, faculty, and staff to have instant access to research materials, libraries, databases, and materials throughout the world. Using the Internet for social media or for contacting other students when not directed by a teacher is a not acceptable and disciplinary action will result.

St. Celestine recognizes the Internet is a global network with material that may not be deemed valuable to the education of our students. A filtering system is in place to limit access to controversial materials in compliance with CIPA laws. However, it is impossible to control all secure web sites. It will be the responsibility of the user and the supervising staff member to keep all controversial web sites from entering the network.

It is St. Celestine's policy that all users will adhere to the established guidelines and acceptable use policies. These guidelines will be explained so all users are aware of the responsibilities they will be given. Internet usage is a privilege. This privilege will be revoked if the user does not comply with the established guidelines and policies. User accounts will be terminated, future access may be denied, and disciplinary action may result.

Users are expected to abide by the generally accepted rules of network etiquette (Netiquette) listed below:

1. Be polite. Do not cyberbully. Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not distribute pornographic, obscene, or sexually explicit materials. Do not post pictures without permission from those photographed. Do not enter into chat rooms.
2. Do not reveal your personal home address or phone number. Do not reveal the addresses or phone numbers of other students or staff members.
3. Note that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to, or in support of, illegal activities

may be reported to the proper authorities.

4. Do not use the network in a way that would disrupt the use of the network by other users, or in any way cause disruption in the delivery of educational services.

Terms and Conditions

1. Students will access the Internet under direct supervision of a staff member.
2. All Internet use should be appropriate to staff professional activities or students' education.
3. Students shall not post personal information (name, address, phone number, school address, work address, pictures/videos) about themselves or other people on the network or Internet.
4. Students shall not use the Internet to engage in any illegal acts.
5. Students shall not use the Internet for commercial activities or product advertisement.
6. Students shall not attempt to gain access to any other network or any person's files or device.
7. Students shall not misuse or destroy data of another user.
8. Students shall not use impolite or abusive language.
9. Students shall not violate the rules of Netiquette.
10. Students shall not use copyrighted material as their own. Permission must be granted for use of copyrighted materials. All powered sites are restricted to individuals 18 and younger; therefore, they are restricted from our network and students are prohibited from using this as a resource both inside and outside of school.
11. Students will not give their password to anyone with the exception of a parent and/or guardian and network administrator.
12. Posting anonymous messages and forwarding chain letters is forbidden.

Outside of School Conduct Policy – Technology and Social Media Use

St. Celestine School staff will not request student's personal account or password information for their own social media accounts.

School faculty, under the direction of the Principal, will investigate any improper use of technology/social media on personal devices used outside of school

hours. Evidence such as, but not limited to, pictures, videos, text messages, and posts will be used to justify an investigation. During an investigation, students may be asked to share content that violates school policy.

Should violations of school discipline policy occur, age-appropriate consequences will be instituted. Law enforcement and/or the Archdiocese of Chicago may be involved if deemed necessary in the investigation.

**ST. CELESTINE SCHOOL
ACCEPTABLE USE AGREEMENT FORM**

STUDENT'S NAME: _____

HOMEROOM: _____

We have read and reviewed the Acceptable Use Policy for Internet/World Wide Web use. We understand and accept the terms and conditions set by St. Celestine School. We also recognize it is impossible for St. Celestine to restrict access to all controversial materials, and we will not hold St. Celestine responsible for materials acquired on the network.

PLEASE CHECK BOTH BOXES TO CONFIRM THAT YOU GIVE PERMISSION FOR THE FOLLOWING:

1. I give my permission for my child to have access to the Internet/World Wide Web

2. I give my permission for my child's art, picture, or writing to be published on the World Wide Web or school publications

Please note that without these permissions:

*your child will NOT have permission to access the internet to complete daily assignments/classwork.

*your child will NOT be included in any group photos/videos (except the school classroom yearbook photo).

Parent's Signature _____

Student's Signature _____

Date: _____

Please make sure that Parent/Guardian AND the Student sign this form and return to their homeroom teacher.

St. Celestine School iPad Responsible Use Policy 2023-24

All students in full day Preschool through Grade 1 will be issued a school-owned iPad. Students will have the privilege of taking these devices home once per week.

Educational Goals:

Daily use of an iPad will allow for

- Greater individualized learning through online programs
- Further integration of learning of foundational tech tools and skills with academic learning
- Increased opportunities for students to learn how to collaborate and communicate

Proper Care:

- iPads must be in the student's backpack when traveling to/from school
- iPads and iPad cases will not be personalized in any way (i.e., no stickers, writing, doodling, etc.)
- iPads and liquids may not be on the same surface
- iPads may never be placed on the floor
- iPads will be used and handled by the assigned student only
- Under no circumstances should an attempt be made to repair the iPad or attempt to open and tamper with the internal components.
- Take caution in caring for the screen by not placing anything on top
- Avoid eating or drinking while using the iPad
- Be careful not to expose the iPad to extreme temperatures as this can cause damage (i.e., leaving it in the car)

Student and Family Responsibilities:

- Students are responsible for bringing their iPad to school after it has gone home the night before
- Devices are not to be used/handled by anyone other than the assigned student and their parents while at home
- If the iPad is not working correctly or has sustained damage of any kind, the family must notify Mrs. Gallagher upon returning to school (cgallagher@stcelestineschool.org)
- Never leave your iPad unsecured
- Parents and family members are prohibited from using the iPad for personal or work-related use
- If an iPad is damaged due to negligence, there will be a \$100 charge or replacement fee

Responsible Use and Expectations:

St. Celestine School students are expected to practice good digital citizenship skills when using their iPads or accessing the Internet both at school and at home. iPads are the property of St. Celestine School and usage of the device and accounts will be monitored by school staff through the Mosyle management program. Users shall have no expectation of privacy while using any electronic information resources including but not limited to the contents of computer files or communications involving the school-owned iPads and student accounts. Teachers and staff make every attempt to monitor student Internet usage and teach responsible habits; however, students are ultimately responsible for exhibiting appropriate behavior. Teachers and administration may search a student's iPad and accounts if there is suspicion that St. Celestine's policies or guidelines have been violated.

The intended purpose of iPads is to support the student's learning and access online resources. Consequences will be issued to students not using their iPad as instructed by their teacher.

Internet Access & Filtering

St. Celestine School has Internet content filtering in place. Teachers are also able to monitor and manage student iPads through the Mosyle mobile device management platform. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. St. Celestine will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

GOOGLE MEETS EXPECTATIONS FOR STUDENTS

1. No Screenshots or recording of videos will be allowed.
2. Dress Appropriately
3. Use appropriate language
4. Join meeting in a public area within your home – your bedroom is prohibited
5. Be on time
6. Mute your microphone until it is time to speak
7. Be respectful of classmates
8. Turn off your video if you have to walk away from the computer
9. Don't interrupt the person who is speaking
10. Make sure you exit the meeting when it is over – talking with friends without the teacher present is not allowed
11. If you want to ask a question, ask the teacher and wait your turn

Dear Parent/Guardian(s) of St. Celestine Catholic School,

This year, your child will be using an online tool named Google Classroom. This is a free and secure learning network for educators, scholars, and families at St. Celestine Catholic School. Google Classroom provides a safe network for scholars and educators to connect, share content, access homework, participate in discussions, ask questions, and receive class information. Additionally, the use of Google Classroom will help keep your child informed of due dates, assignments, missing work, and grades.

Using Google Classroom allows scholars to have access to course work anywhere and anytime there is an internet connection. Your child's classroom information is accessible on all devices such as Android, iPads, tablets, computers, and iPhones. This will be used as an educational tool that will be used strictly for educational purposes.

Guidelines for using Google Classroom are as follows:

- o Scholars will be required to use appropriate grammar instead of "texting language".
 - o The Google Classroom site will be used to discuss school-related content, only when directed by an Educator within the St. Celestine Catholic School domain.
 - o Through this platform, scholars will not have private conversations with other students without an Educator present.
 - o In an effort to reach out to ALL students, (at home learners and those on campus) live streaming lessons are becoming more a part of our curriculum. This process ensures that there is greater consistency in instruction and helps build a community between our groups of learners.
- These live sessions are not being recorded or shared with anyone outside our school building. Students must follow academic and behavior expectations outlined in the Google Meet Expectation form shared in the beginning of the school year.

*** Scholars who violate these guidelines, will lose the privilege of using this interactive platform.

The Educators at St. Celestine Catholic School have created links to parent email accounts so that parents/guardians may receive summary notifications. These summaries provide guardians with updates on missing assignments, upcoming projects, and announcements. Please understand, these summaries do not give Parents/Guardians access to independent scholars' classroom accounts. *These are only summaries of your child's work. Work may vary from child to child depending on the individual and what he/she completes in the classroom.*

Student Signature _____

Parent Signature _____

Parent/Guardian email for summaries _____

TELEPHONE

Students may not be called to the telephone, however, phone messages will be delivered to the students only in case of emergency. Students staying after dismissal for any unexpected reason will telephone home to inform the parent from the office.

Children will not be permitted to call home for forgotten homework, lunches, or clothes. The office phone is not to be used for these purposes unless the situation is of an emergency nature and the student has permission of the secretary, principal, or teacher.

Phone numbers of teachers and parents may not be obtained from the office.

Students may not use cell phones during the day. In grades 5-8, cell phones may be collected by home room teachers when students get their school chromebooks. The phones will be stored securely for the day and returned at the end of the school day.

UNIFORMS

In order to foster a spirit of equality and neatness, uniforms are worn by all students. Uniforms must be worn from the first day of school until the end of the school year, unless otherwise directed.

Each student has the obligation of wearing the prescribed school uniform. If due to an emergency it is impossible for a student to be in full uniform, the student must bring a note from a parent as to the reason he/she is unable to wear the entire uniform for the day. In the event that a note is not presented, the parent may be called.

Since buttons, and make-up are sources of distraction and defeat the purpose of the uniform, they may not be worn. Girls may wear one earring, per lobe, no longer than one inch in length. No other body piercings will be allowed. Boys may not wear earrings or other body piercings.

Unusual fads and styles in dress/hair are not permitted. Tattoos of any kind are not allowed. Henna tattoos are not allowed.

Boys' hair must be neatly combed, cut, and trimmed in the back and on the sides. Hair should be no longer than collar length. No facial hair is allowed. Hair color is to be the natural, God-given color. Haircuts historically associated with race, ethnicity and hair texture are allowed. Haircuts and styles should allow for students to see the board and for the teacher to see that students are paying attention.

Girls should have neat hairstyles that do not block vision in any way. No fad haircuts are allowed. This includes, but is not limited to, streaks, designs, razor cuts, multiple parts, tails, mohawks, and/or colored highlights. Hair color is to be the natural, God-given color. Hair color is to be the natural, God-given color. Haircuts historically associated with race, ethnicity and hair texture are allowed. Haircuts and styles should allow for students to see the board and for the teacher to see that students are paying attention.

Girls uniforms must reach the knee. Jumpers and skirts must be clean and kept in good condition. No pins or tape should be used on the hemline. All shirts (boys and girls) must be tucked in.

We ask that parents cooperate in helping to motivate the children to take pride in their appearance.

When getting shoes for school please remember that no plastic shoes or plastic soled shoes may be worn as they present a hazard, especially on stairways. White socks must always be worn. Students may wear gym shoes as part of the school uniform, however, please take note that:

- Gym shoes with shoe laces must be laced and tied. Gym shoes with velcro instead of laces are permitted. One lace per shoe. Gym shoe laces must be the same color for both shoes.
- Conservative gym shoes are to be worn.
- Students may wear regular shoes. They must be sturdy sensible shoes. No moccasins
- All shoes must have backs. No boots or shoe boots are allowed.
- White socks must always be worn
- Gym shoes for gym classes may not be the slip on type they must have ties or velcro. No elastic straps

SCHOOL BELLES STORES:

7254 W. Foster Ave., Chicago, IL 60656

847-375-1394 - www.schoolbelles.com

Customer Service 1-888-637-3037

Please keep the above information when ordering or purchasing uniforms.

SCHOOL UNIFORM

All uniform attire must be purchased from the uniform company School Bells

Girls: GR. 1 - 4

Green monogrammed polo shirt, uniform jumper or khaki pants, navy blue school sweatshirt or fleece, white socks, sensible shoes.

GR. 5 - 8

Green monogrammed polo shirt tucked in, uniform skirt, navy blue school sweat shirt or fleece, white socks; sensible shoes. Skirts must reach the top of the knee or below.

The green shirt must be worn whenever the school sweatshirt/fleece is worn

Boys: GR 1 - 8

Green monogrammed polo shirt tucked in, khaki pants, navy blue school sweatshirt/fleece, white socks, sensible shoes.

WARM WEATHER UNIFORM:

Warm weather uniform may be worn from the first day of school until October 15th and from April 15th until the last day of school

1. Regular uniform or
2. Green monogrammed polo shirt, tucked in and khaki walking shorts. (to be purchased from school belles)

Only white tee shirts are to be worn under the school uniform

PHYSICAL EDUCATION UNIFORM

Boys and Girls Grade 1 - 8

St. Celestine green tee shirt

At. Celestine green shorts or green pants

Gym shoes must have laces (or velcro) and be tied for the well-being and safety of each student. Slip-on gym shoes are not allowed. No elastic bands – one lace in each shoe

Gym clothes may be worn in lieu of regular uniform on gym days. Shorts from the beginning of school until Oct. 15th and from April 15th until the end of school. Gym pants will be worn in between these dates.

OUT OF UNIFORM DAYS

All school rules apply. No shorts are allowed on out of uniform days. All pants must be below the knee. No leggings, yoga pants or spandex are allowed unless a tunic top is worn. Short skirts are not allowed. All shirts must have sleeves. No midriff tops, inappropriate sayings etc. Students will have to wear uniform clothing if the rules are not followed. Out of uniform passes are not used on days we attend church.

For some occasions, students will be requested to dress-up, in clothing appropriate for more formal events such as a dance or Mass. All shirts are expected to have sleeves. Jean may not be worn. Dress shoes are required. Gym shoes and combat boots may not be worn.

VISITORS

Adult visitors are welcome to visit our school, but we request that all visitors make an appointment, report to the school office first, and sign in. COVID safety protocols must be followed by everyone in the school building.

Visitors may not hold individual conferences nor arrange for a conference with the teachers or students during the school day as this will disturb the classes in session. Conferences may be

arranged by calling the office. If a message or item must be given to a student, please leave it at the office and it will be dispensed from there.

The faculty lounge is for the specific use of staff members only during the school day.

ORGANIZATIONS

SCHOOL BOARD

The purpose of the School Board shall be to provide policy direction for all aspects of the formal education program of the Parish school as well as school sponsored activities, to promote the implementation of policies, and to insure that all local policies are in accord with the intent and spirit of the policies established for the school system by the diocesan board of education. It shall also provide counsel and advice in the operation of the school.

ST. CELESTINE SCHOOL BOARD 2022/23

Rev. Paul Cao
Pastoral Representative 708-453-2555

Sheila Klich
Principal 708-453-8234

SCHOOL BOARD MEETINGS

1. Our School Board will meet every other month on a day agreed upon by the membership.
2. Meetings will begin at 7:00 p.m. unless announced otherwise.
3. At every regular school board meeting, the principal will give a report regarding curriculum, parent feedback, physical plant, etc., and the course of action taken by the principal.
4. Problems regarding faculty or personnel should be discussed only at executive sessions.
5. All names of individuals making a motion and seconding motion should be included in the minutes of a meeting.

ATHLETICS

Dear Celtic Family,

On behalf of the members of the Athletic Committee, we would like to welcome everyone back to school and back for another exciting year filled with Celtic pride, good sportsmanship, athletic development and teamwork.

We sincerely hope you will join us in some capacity – be it as a student athlete, a coach, a volunteer, or a fan. Whatever level of involvement you choose does not matter. Just plan to participate somehow in our vibrant athletic program and show your Celtic pride!

Parent volunteers are an essential part of providing the student-athletes a positive athletic experience.

See also Athletics / Schedule and Special Events for more information. **Athletic General Email – stcelestineathletics@gmail.com**

Athletic Committee Executive Positions

Haley Devit – Athletic Director

Joseph Luciano- President

The purpose of the **St. Celestine Athletic Committee** is to oversee and coordinate all school affiliated sports activities for St. Celestine School children in order to facilitate organization, supervision and financing. The groups coming under this supervision shall include all existing teams for boys and girls.

Fundraising and other Athletic-sponsored special events will take place throughout the school year. Parents volunteers are needed to assist in planning and conducting these events. Planning meetings will be announced through the school's weekly Brown Envelope.

Specific Duties of the Committee

1. Determining the necessity of supervision, supplying all equipment, facilities and supervisory personnel.
2. Recommending for approval the formation and entry of any athletic team or squad into any league or tournament and supplying entry fees. No group shall participate in any kind of competition without the approval of the principal.
3. Determining the necessity and supplying of all letters and awards for these groups.
4. To sponsor and supervise all athletic-related extracurricular activities for all teams.
5. Arranging any tournaments or sporting activities.
6. Investigating any discipline problem of an individual or group of individuals participating in athletic programs, with the option of recommending to the Principal the suspension from participation in athletic activities and/or using athletic facilities.

Mission Statement

It is the mission of the St. Celestine Athletic Program to provide our students with a competitive sports program as an extension of the St. Celestine Academic Program. Participants will learn the fundamentals of each sport and develop strong, healthy and disciplined minds and bodies. Participants also will develop a sense of good sportsmanship, fair play and team spirit.

Philosophy

St. Celestine School is concerned with the development of the WHOLE person: The religious moral, social and academic dimensions, as well as the physical development. We believe that participation in athletics is an important part of student development. Through participation in the St. Celestine Athletic Programs, students may develop lifelong skills and positive values.

These values include leadership, healthful living habits, self-discipline, integrity, teamwork, respect for rules and regulations and the ability to participate with dignity and grace.

Athletic Committee

The responsibility to organize and manage the Athletic Program belongs to the Athletic Committee under the supervision of the Principal. The Athletic Committee is a standing committee of the School Board, comprised of executive positions appointed by the Principal. The Athletic Committee works in collaboration with an Athletic Director who is an employee of the school. The committee meets at various times throughout the school year. Check the Athletic webpage for a listing of open meetings and Athletic Committee requests for parent attendance at meetings for special event planning.

Athletic Director

The **Athletic Director** is responsible for organizing and overseeing the **Athletic Programs**. It is the responsibility of the **Athletic Director** to schedule gym time based upon the following guidelines as established by the **Athletic Committee**:

1. Competitive Sporting Event
2. Sport in Season
3. Sport Out of Season
4. Adult Programs

It is also the responsibility of the **Athletic Director** to maintain all **Athletic Program** paperwork. The **Athletic Director** is the primary contact to address any **Athletic Program** concerns, working in conjunction with the **Athletic Committee**.

Coaches

Coaches are volunteers selected and monitored by, the **Athletic Director**. Coaches must complete a background check, attend a Virtus "Protecting God's Children" Workshop, read and sign the Archdiocesan Code of Conduct, fill out a form for a DCFS screening, and attend a Positive Coaching Training before being allowed to coach and mandated reported program.

Medical Information

All student-athletes in competitive programs need to submit a Medical Release form signed by their doctor in order to participate. Students in 6th grade do not need to submit another release form. In addition, it is the responsibility of the parent/guardian to notify coaches of any medical condition(s), or medication(s) required for their child, and must notify the coaches of any medication(s) in the player's possession.

Academic Policy

The **Principal** supplies the **Athletic Committee President and Athletic Director** with the names of students who will not be allowed to participate in sport programs for each two-week period. The teachers have considerable input as to whether a child may participate in the sports programs depending on "missing assignments", "late work" or other areas of academic achievement. A child will remain suspended until his / her grades improve adequately. Parents may remove their children from any **Athletic Program**, team or squad at any time. However, once the program has begun, there will be no refunds issued.

Improper Language

Improper language will not be tolerated at any level. The procedure for dealing with improper language is as follows:

1. The first offense will result in a warning.
2. The second offense during the same game / activity will result in sitting out of the rest of the game / activity.
3. Any repeated usage of improper language may result in suspensions or removal from a team or activity.

This applies to student / athletes, parents, fans and coaches. It is the coaches' responsibility to follow these guidelines.

Complaint Procedure

Parents should communicate directly to the appropriate coach if problems or concerns arise. If either party is unsatisfied with the outcome of the initial discussion, a formal letter or email should be sent to the chair of the **Athletic Committee**. The Principal will handle sensitive matters.

Service Time Requirement

The service hours described below are the minimum necessary to run an athletic program for the student athletes of St. Celestine School. Additional hours voluntarily provided by parents only enhance the overall experience.

The service hours described below are the minimum necessary to run an athletic program for the student athletes of St. Celestine School. Additional volunteer hours provided by parents may be necessary to enhance the overall athletic experience for the children.

Parents of student athletes are expected to volunteer three (3) hours of service time per sport with a maximum of six (6) hours throughout the course of the athletic/school year.

Invoices for volunteer hours not completed will be sent to families. Failure pay the invoice or complete the hours will result in your child's report card being held and your child will not be able to participate in athletics the following season.

Athletic Fees

All fees must be paid at the time of registration or the student-athlete may not be able to participate in practices or games.

Playing Time

Instructional programs are designed to develop the student athletes' skills and abilities, as well as teaching the fundamentals of the game. Competitive teams typically begin in 5th grade. The 5th and 6th grade teams are still instructional and skill-development in nature. Each student-athlete will be given equal playing time throughout the course of the season with the exception of the last quarter in which the team will play to win.

In 7th and 8th grade, playing time is based on skills, attendance at games and practices, attitude and willingness to work as a team player. This is competitive play and playing time is not guaranteed at this level.

Safety Protocols

Signs are posted in the gym directing visitors to exit through the South doors in the event of a fire. In the event of a Tornado, visitors are directed to move to St. Celestine School's basement.

Uniforms

All student-athletes are to wear the set **uniform**. Each student-athlete must be fully dressed for each game. If the student athlete is not in **uniform**, he or she may not be able to participate in the game that day. Uniforms may be modified for the purpose of modesty in accordance with religion, cultural, or modesty preferences.

PARENTS CLUB

The St. Celestine Parents Club is a fund-raising organization of the school. The Parents Club consists of all parents who have children attending the school.

Board members plan fund raising activities and hold voting privileges as to the disbursement of the parents-club fund. Our meetings are held in the lower meeting room or online - first Tuesday of every month at 7:00 P.M.

Table of Contents

Mission Statement	Extended Day Program
A Parents Prayer	Before School
School Philosophy	After School
Personnel	Finances
Admission	School Fees and Tuition
Withdrawal	Tuition Policy
Attendance	Health and Safety
Absence	Accident/Illness
Early Dismissal	Emergency Closing
Tardiness	Fire Drills
Communication	Medication
Parent/Teacher Conferences	Special Health Problems
Conflict Management	
Family Information	Invitations/Treats
Curriculum – General	Lost And Found
Religious Education	Schedules
Physical Education	Telephone
Field Trips	Uniforms
Homework	Visitors
Extra Curricular Activities	

Clubs
Band
Discipline
Guideline
Code Of Discipline
Evaluation
Testing
Weekly Progress Reports
Interim Reports
Report Cards
Honor Roll
Grading

Organizations
School Board
Athletic Committee
Parents Club

The School or the Principal retains the right to amend the handbook for just cause with or without notice. The School will attempt to keep the parent/guardian informed of all changes as soon as practical.