



St. Celestine School

A Place Where All Are Welcome To
Believe, Achieve, Succeed!
www.stcelestineschool.org

St. Celestine School

Family Handbook 2026/27

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 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.

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.

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, par-ents, 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 Chris-tian 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 dis-charge, 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

Parish Priests

Rev. Ton Nguyen
Rev. Paul Eruva

Principal **Assistant Principal**

Mrs. Sheila Klich
Ms. Jennifer Griffin

School

3017 N. 77th Avenue
Elmwood Park, IL 60707-3984
708-453-8234

Pastoral Center

3020 N. 76th Court
Elmwood Park, IL 60707
708-453-2555

Creed Center

3023 N. 77th Avenue
Elmwood Park, IL 60707
708-452-7370

Coordinator of Religious Education

Ms. Ruthanne Swiatkowski

School Staff for 2026 - 2027

Preschool

Mrs. Alyssa
Jelinek-110
Mrs. Paula
Niklewicz-109

Kindergarten

Mrs. Michelle
Doyle-113
Mrs. Patricia
Jensen-114

Grade 1	Mrs. Mary Guerrero-107
Grade 2	Ms. Anna Deavila -104
Grade 3	Mrs. Susan Petri- 105
	Mrs. Monique Mueller-100 Mrs. Chrsistin Kamptner-101
Grade 4	Mrs. Jennie Griffin-102 Ms. Cosette DiVenere- 103
Grade 5	Mrs. Cara Schnoebelen-213 Ms. Tina Addante- 211
Grade 6	Mr. Donald Shanahan-203 Mrs. Amy Roberts- 205
Grade 7	Mrs. Leticia Orozco- 202 Mr. Michael Rios- 206
Grade 8	Ms. Giovanna Gianfortone-207 Mr. Sean Monahan-204

Physical Education	Mr. Jeff Fredrickson
Director of Technology	Mr. Joseph Ciconte
Music	Mr. Craig Kamptner
Art Instructor	Ms. Tracy Benetatos
Spanish	Mr. Christopher Mazur
Speech Pathology	TBD
Special Education	Mrs. Vicki Silber
School Band Director	Ms. Naomi Sohn
School Piano Teacher	Ms. Anne Siegert
School Secretary	Mrs. Jennifer Ebervein
Financial Secretary	Mrs. Nicole Nayder
Maintenance Engineers	Mr. Eric Mueller, Mr. Robert Vessini

AGREEMENTS AND UNDERSTANDINGS

Parental Acknowledgement

Enrollment in St. Celestine School is also a parental agreement to read, adhere to, and follow the guidelines and policies contained within this handbook.

Amendment to Family Handbook

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

ADMISSIONS

Priority

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. Tuition accounts for the previous year must be settled either through payment or a tuition agreement with the School Principal.

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. Waiting lists will be created if rooms fill.
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 an original birth certificate and baptismal certificate, if applicable.

Policy

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

Archdiocesan schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school- administered programs in accordance with applicable local, state and federal anti- discrimination statutes to the extent that such anti-discrimination statutes do not conflict with the teachings of the Roman Catholic Church.

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that

participation in Catholic religious instruction and school activities, related to the Catholic identity of the school, are required.

Transfer Students

Transfer students are accepted on a probationary basis for one year, at the Principal's discretion. Students must meet academic, behavioral, and financial requirements to continue enrollment. 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.

Shadow days allow prospective students to experience the school environment prior to enrollment. This allows both the student, family, and school to gain necessary insight to determine if the school is a good fit. The Principal reserves the right to mandate a Shadow Day prior to admitting a student.

St. Celestine School reserves the right to deny enrollment to any transfer student due to suspension or expulsion from another school.

Admissions and Inclusive Education

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

Disenrollment of Students with Medical or Developmental Needs Impacting Learning or the School Environment

The school may reach an evidence-based decision as to their ability to serve a student with special needs when it is learned that the child's needs are greater than initially understood or when the available resources dedicated to serve the child are not effective. In such circumstances, the school may disenroll the student because it does not have the resources to meet the child's needs. Disenrollment is not the same as expulsion, which is a removal from school for disciplinary reasons. Disenrollment is not the result of a disciplinary proceeding, but a school determination that the support required by a student exceeds what the school can provide.

Common indicators include:

- The student's behavior results in disruptions in the school environment and/or jeopardizes the health and safety of the student and/or others. The behavior has not been managed by the supports offered .
- The school cannot meet the student's safety needs.
- Benchmark assessments (e.g., iReady scores) show insufficient academic progress.
- Parent No Longer Collaborates Respectfully with School Staff or refuses to cooperate with school staff and such behavior impedes student progress.
- Academic assessments, new private psychological evaluations, or public school evaluations evidence new diagnoses.

IEPs/CESPs

The school will formulate and implement a Catholic Educational Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. Upon receipt of requests from parents/guardians, the school will meet with parents to review/discuss the precise nature of the special need(s), medical documentation provided, and any and all proposed strategies, educational accommodations / modifications, and interventions proposed. The school will determine what, if any, strategies, educational accommodations / modifications, and interventions it is able to provide to the student based upon its available resources. The school will document any such strategies, educational accommodations/modifications, and interventions they are able to provide in a Catholic Educational Support Plan ("CESP"). CESPs require the affirmation of both the student's parent/guardian as well as school officials.

An evaluation of the child's learning/behavioral needs is typically provided via a public school district evaluation pursuant its obligations under IDEA or the parent's licensed private practitioner. Either type of evaluation may be provided by parents in support of their request for a CESP. School personnel shall not attempt to diagnose students with a defined learning/behavioral need. If a school official suspects that a student may have a defined learning/behavioral need, he/she shall speak with the principal (or designee). The principal (or designee) will meet with the student's parent/guardian to share their observations with parents/guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider

If a student is enrolled for the first time with an existing IEP or CESP from another school, the principal (or designee) shall meet with the parents to review the IEP/CESP, and formulate a new, local CESP based upon its local resources and the child's current

Needs. CESPs represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school may provide. Catholic schools are not legally obligated to implement any services recommended on an IEP. CESPs shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that CESP goals, strategies, accommodations/modifications, and interventions are

shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the CESP.

Preschool Toilet Training Policy

The child is fully aware of and in control of their bodily needs, does not need to wear diapers or training products and can use the toilet without assistance. The child is able to (un)fasten their clothing and thoroughly wipe and clean themselves. It also means that the child can communicate their need to use the bathroom and can attend school for the full length of the program without a toileting accident.

We fully realize that accident can and do occur, however, if a child has an accident and cannot clean and change themselves, then a family member/emergency contact must be called to come to school to provide assistance to the child. In instances where frequent accidents are symptoms of an illness, it will be necessary for the child to stay home until they are well and can use the bathroom without incident.

If a child does not meet the definition of being toilet-trained or is having frequent toileting accidents, then a conference will be scheduled to create a plan to support the child's adjustment to using the bathrooms at school. If this is unsuccessful after an agreed upon amount of time, then exclusion of the child may be necessary until complete toilet training is achieved.

HEALTH

Health Requirements, Physical and Dental Examinations and Immunizations

Illinois state law requires all students entering Kindergarten and sixth grade to have a complete physical exam with an immunization record. All incoming PreK 3 students are required to have a physical examination with an immunization record. All kindergarten, second, and sixth grade students require a dental examination. All students entering Kindergarten and all students going into an Illinois school for the first time, regardless of grade, need an eye examination performed by a licensed eye doctor.

New students to the school no longer need a physical or dental exam (unless it is the Illinois mandatory school year) provided they can present a copy from their previous school for the mandated years. If their previous school was not in Illinois, their physical must contain all the information that is mandatory on an Illinois Physical Examination form.

Unvaccinated Students and Personnel

A student may not be completely vaccinated due to religious exemption, medical exemption, McKinney-Vento exception, on a non-approved schedule, or noncompliance with measles vaccination. The State of Illinois Administrative Code, 690.520 states that in the event of a suspected, probable, or confirmed case of measles, susceptible contacts who have not received vaccination within the appropriate time frame shall be excluded from school facilities until 21 days after last exposure to a contagious case.

Illinois School Code

Illinois School Code requires that all children must comply with immunization and health examination requirements established by the Illinois Department of Public Health. A health examination and immunization record is required for your child. This form MUST be submitted by October 15th of the current school year.

According to the Illinois School Code, if a child does not present proof of health examination and immunizations by October 15th of the year in which such proof is required, the school is required to suspend the child from school until the requirements are met.

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.

Student Mental Health

Mental Health Protocol and Assessments

St. Celestine School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co-curricular activities at St. Celestine School.

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
 - a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to St. Celestine School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.

b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to St. Celestine School.

4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.

5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.

a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and co-curricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

SCHEDULES AND PROCEDURES

Office Hours and Security

The St. Celestine School office is open from 7:00am until 3:30pm Monday through Friday (when school is in session) for general office business. The telephone number is 708-453-8234.

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. Should a student arrive prior to 7:50, he/she will be placed in Before Care and

the family will be billed for attendance. 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.

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

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

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

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

Should a child not be picked up at dismissal, he/she will be placed in After Care and the family will be billed for attendance.

School Security

All parents/visitors must enter the school building from the parking lot using the main entrance

located at 3017 N. 77th Ave. The main entrance is marked All visitors must sign in at the reception desk and receive a VISITOR sticker. Visitors may be asked to present identification.

School doors remain locked during school hours. Doors are never to be propped.

All visitors to the school during school hours must be in compliance with VIRTUS as indicated by the Archdiocese of Chicago.

Classroom Placements

During the summer after each school year, we begin to gather information about each child as we plan for classroom assignments. We work to create an environment for each student that challenges them academically, supports them socially, and develops them emotionally.

Our process involves gathering information from our students' homeroom teachers, (learning styles, effort, behavior, relationships with peers, etc.) student preferences, resource teachers, and specials teachers. Our goal is to create an environment that is best suited for student growth.

Our teachers are qualified to teach every student in our school and there are many factors that are considered when we are making classroom placements. We will accept additional information that you wish to provide about your child(ren) that may help us in our process, however, we cannot guarantee that any request will be honored.

We appreciate your support in establishing the best possible learning environment

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.

Absences- Reporting Process

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.

An unexcused absence is an absence from school for a reason other than those listed above as excused absences.

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

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year, including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent, and if so, we may call the parent/guardian to discuss the reasons for the excessive absences.

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.

The Principal reserves the right to reverse tuition assistance for students who exhibit excessive absenteeism if the trend does not change.

Extended Day Program

There will be a \$15.00 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. Students will not be allowed in the building prior to 7:00am because staff is not present for supervision.

Pertinent Facts:

- Fees are \$5.00 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 Gym and Lunchroom.
- Students enrolled in St. Celestine School only.
- Minimum charge per student will be \$5.00 per each hour and \$5.00/hr for any fraction thereof. No family would pay more than \$15.00 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.

CONDUCT CODE/DISCIPLINE

Expectations

The following policies are in effect on all school grounds, on transportation to and from school,

and at all school sponsored functions:

Expected behavior of all students

- Be courteous and respectful of all adults, peers and property
- Follow all rules of the school
- Maintain a safe and clean environment throughout the premises
- Students are expected to be prepared and be responsible for all academic work.
- Speak courteously and respectfully to others
- Maintain cleanliness of classrooms, hallways, and washrooms
- Quiet in the hallways and washrooms
- Walk, do not run
- Listen to and follow directions
- Follow the directions of all teachers, staff, and lunch personnel
- No gum chewing is allowed on school property including before and after school
- All Cell phones must be collected by the homeroom teacher and stored for the day
- Do not disturb the learning environment
- Be prepared for all classes
- Follow ALL rules, regulations, and procedures

We expect honesty and integrity from all of our students in all situations. Discipline is an important factor in the education of children. Children need structure and boundaries to become self-disciplined and self-directed individuals.

The Administration and faculty views discipline in two areas, behavior and academics. Behavior deals with students' actions; academics deals with attitude and work ethic. In order

for students to reach their maximum potential, the discipline committee has set up action plans

as follows:

- Behavioral Warning/Detention – Students may receive a behavioral warning, comment on the weekly progress report, yellow discipline form, or detention for any infraction against the conduct code. An infraction of a serious nature may constitute an immediate detention, implementation of behavior contract and/or suspension.
- Academic Warning – Academic warnings are given for coming to class without homework, books, supplies, signed papers or absentee work.

Behavioral Consequences

When a student's behavior has not improved with a verbal warning, the following steps will be

taken:

- Kindergarten through Third Grade will have age-appropriate consequences for misbehavior. This may involve a reflection form and/ or loss of a privilege.
- Fourth through eighth-grade students receive Behavior Contracts for the school year detailing expectations. Parents are expected to sign those contracts, as well. Next steps will be taken in accordance with the violation of the behavioral expectation at issue.

Behavioral Consequences- Next Steps Grades 4-8

When a student's behavior has not improved with a verbal warning, the following steps will be

taken:

1. Progress Reports will be marked with the concern.

2. Behavioral detention will be issued. Detentions may be either during lunch time or after school, at the discretion of the school staff. Junior High students will not be eligible to participate in the next Junior High Club session.
3. A student may be placed on a behavioral plan if a SECOND detention is issued within a Trimester. This may involve the loss of extra-curriculars (including Athletics and dances) and activities.
4. If a third detention is issued within a trimester, the student will be suspended, and a meeting with the administration. Suspensions may be in-school or out of school, at the Principal's discretion.

After School behavioral detention will be held once a week on Thursday from 3:10-4:10pm. Parents must come into the building promptly at 3:00 p.m. through the main school entrance to sign out their child.

If a child fails to attend a scheduled detention an additional detention will be issued. If a second detention is missed a student will be suspended until a parent meeting is scheduled with the Administration.

Probation

When there is close cooperation between home and school, discipline problems do not reach the point where more serious action must be taken. Probation is a period of time given to the student to improve or correct inappropriate behavior. The Administration, working with the parent(s) will develop a probationary plan to be implemented. This will involve a face to face meeting and the creation of a Probation/ Behavior Contract.

Suspension

Suspension is an exclusion of a student from the classroom on a temporary basis and may be instituted after an investigation of the misconduct. A meeting with the parent/ guardian will occur prior to the start of the suspension and a formal notice of suspension will be provided to the parent/ guardian at that time.

Suspension may be designated for a period of time determined by the administration, not exceeding 10 days. Suspensions may be in school or out of school, at the discretion of the Principal Student work will be available at the school office. The student will be responsible for all class work. **He/she may not participate in sports or other extracurricular activities sponsored by St. Celestine School and St. Mother Theodore Guerin Parish while on suspension.**

Expulsion of Students for Disciplinary Reasons

Any student may be expelled for serious or repeated violations of the Student Code of Conduct that include, but are not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; repeated or serious behavior that is inconsistent with Catholic teaching; serious and repeated lack of respect for school authorities; serious damage to school or student property; theft; or physical harm to student/staff.

Where the student misconduct warranting expulsion did not: (a) present a threat of harm or (b) result in any harm to the health and safety of school employees, students, volunteers etc., the principal may, in their discretion, offer parents/guardians the opportunity to voluntarily withdraw from the school before the student is expelled. If parents accept this opportunity, they should submit their intent to withdraw their child to the school in writing. The expulsion or withdrawal of a student does not necessarily impact the registration of any siblings in the school. Students may no longer participate in any school-sponsored extra or co-curricular activities once expelled.

Parents/Guardians of Archdiocesan schools may submit a request for review of the expulsion, in writing, to the Superintendent

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

As partners in the sacred mission of Catholic education, parents and guardians are expected to conduct themselves in a manner that consistently reflects the teachings, values, and moral standards of the Catholic Church. This obligation applies to all interactions with school personnel, students, and volunteers—whether on school property, at school-sponsored events, or in any context associated with the school community.

The conduct of parents and guardians must be guided by Christian charity, respect for the dignity of every person, and a spirit of cooperation and humility, in accordance with the Gospel of Jesus Christ and the principles of Catholic social teaching.

Behavior that is contrary to the moral and spiritual mission of the school will not be tolerated. Such behavior includes but is not limited to: actions or speech that oppose Catholic values; any form of disrespect, harassment, verbal or physical abuse; threats, intimidation, or any conduct that disrupts the peace, order, and Christian witness of the school environment.

Should a parent or guardian engage in conduct that, in the judgment of the Principal and/or Pastor, seriously undermines the mission or well-being of the school community, the school reserves the right to take the following actions:

1. Restrict or revoke the parent/guardian's right to be present on school property, either temporarily or permanently.
2. Dismiss the student(s) of the parent/guardian from the school, either on a temporary or permanent basis.

Battery Against School Personnel

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack. Additionally, schools must report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 for the preceding school year.

Bullying/Harassment

As Catholics we believe in the dignity and respect of each individual created in the image of

God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

1. any repeated, intentional, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
2. occurring on campus or off campus during non-school time,
3. directed toward another student(s) or staff, that has or can be reasonably predicted to:
 - a. place the individual(s) in an unreasonable fear of harm to the student or student's person or property;
 - b. cause a substantially detrimental effect on the individual(s) physical or mental health;
 - c. interfere substantially with the individual(s) academic performance;
 - d. interfere substantially with the individual's ability to participate in or benefit from the
 - e. services, activities, or privileges provided by the school.
 - f. coerce other to threaten or intimidate other individuals.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos. Students who engage in cyberbullying (in or outside of school) through the use of technology will also receive consequences if their actions

create a disturbance at school. Consequences may range from detentions to possible suspension or in severe cases expulsion.

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.

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

Fighting / Physical Altercations

Fighting/physically injuring another student is a serious offense that requires serious consequences. Any student guilty of being part of such an offense will be removed immediately from class. Communication with parents/guardians will be made by the administration and the following action will be taken:

- First Offense: Parent telephone conference will be scheduled; a detention may be issued.
- Second Offense: Parent conference will be scheduled and a suspension may be issued by the principal.
- Third Offense: Parent conference will be scheduled, a suspension will be issued by the principal and a student's continued enrollment will be decided.

Depending on the severity of the incident an immediate detention, or suspension may be issued.

Harassment and Threats

The Pastor, administration, and staff of St. Celestine School believe that all students and employees are entitled to work and study in school related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include are not limited to:

1. verbal or written taunting

2. bullying
3. offensive, intimidating, hostile conduct
4. ranking/rating of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation
5. jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Sexual Harassment

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.

Search and Seizure

Saint Celestine School reserves the right to inspect all school and/or personal property brought onto school or parish grounds.

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

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous objects, illegal drugs, drug paraphernalia or other item prohibited by law or by school policy.

Weapons

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

1. Students shall not carry, possess, or use weapons in school, or on school premises.

2. Weapons include but are not limited to the following: knives, handguns, taser or laser
3. items, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property. Parents/guardians of the students involved shall be notified as soon as possible.

Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Substance Abuse by a Student

St. Celestine School considers the sale, distribution, handling, or ingestion of alcohol, tobacco, vaping, illegal drugs, or the abuse of over the counter drugs a serious violation of the moral and disciplinary codes of the school. (Prescription drugs for individual use are exempt from this policy if accompanied by a signed medication permission form and when dispensed by a duly- authorized staff member.)

The substance abuse policy applies to all parish and school grounds and any school or parish sponsored activity at any time in any location. Each incident of this nature must be reviewed individually by the administration along with the parent(s) and student. Depending on the circumstances, all or a portion of the following guidelines will be implemented:

First offense:

1. Expulsion or two to five day in school suspension.
2. All school-work and tests must be completed during the suspension period along with additional assignments as deemed appropriate by the school.
3. Ten day suspension from school and/or parish-sponsored activities (field trips, movies, athletic teams, student council, etc.).
4. Mandatory completion of substance prevention counseling.
5. Police notification shall be made as directed by law.

Second offense:

1. Expulsion from St. Celestine School

Public Scandal Involving Students

Catholic school students are responsible to the school staff for maintaining exemplary behavior

in school, at school sponsored activities, and while going to and from school, and while in SCS uniform. In addition, student conduct in or out of school that reflects negatively on the Church or Catholic school may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school.

School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal. Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students
- actions which are detrimental to the school's reputation
- grave offenses which may include a violation of criminal law
- actions so outrageous as to shock the conscience of the behavior of the community
- actions that cause serious disruption to the overall academic process
-

UNIFORM POLICIES

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.

The following regulations are made so that students will understand the necessity of a neat personal appearance, not only when he or she is in school, but at all times in all social situations. **The administration and faculty, not parents/guardians, will interpret and enforce these regulations.**

Boys Grade 1-8

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

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.

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

- Regular uniform or
- 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

School Uniform

All uniform attire must be purchased from the uniform company School Bells or from Parents Club used uniform sales held throughout the year.

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

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.

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.

All St. Celestine School Students

- Only St. Celestine gym sweatshirts, St. Celestine sweaters, fleece, or 1/4 zip shirt with St. Celestine official logo may be worn. All clothing must be labeled with student's names.
- St. Celestine Athletics clothing is not considered uniform attire and can only be worn on dress down days. Spandex shorts of any kind are not allowed. Shorts, if worn during warm weather cannot be any higher than 1 inch above the knee and may not be tight.
- Platform shoes, platform gym shoes, heelies, jellies, sandals, clogs, backless shoes, moccasins, and flip flops are never permitted.
- Solid colored leggings may be worn under skirts. No sweatpants are allowed to be worn under skirts.
- Students may only wear specified jewelry. Girls may wear only stud earrings, no dangling earrings. Students wearing large/distracting jewelry will be asked to remove the item(s).
- Smart Watches with internet or text capabilities are NOT allowed.
- Make-up is not allowed. False eyelashes are not allowed. Nail polish is permitted. No artificial nails or nail decorations are allowed.
- Girls – natural hair coloring or streaking is permitted
 - A conventional hairstyle is required. The principal or assistant principal will determine whether hair is considered distracting and/or not uniform.
- Boys – natural hair coloring or streaking is permitted.
 - Hair is not to go below the top of the shirt collar, over the ears or past the middle of the forehead.
 - Facial hair is not permitted. Sideburns must stop at the ear lobe. A conventional hairstyle is required. The principal or assistant principal will determine whether hair is considered distracting and/or not uniform.
- Hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks and twists are permitted.

- Plain white t-shirts only may be worn under uniform shirts. All uniform shirts must be tucked in at all times.
- Uniforms must be clean and wrinkle-free with no holes or tears.

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 or shorts are not allowed. Spandex shorts 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. The school reserves the right to limit when and how Out of Uniform passes may be used.

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.

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.

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.

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.

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.

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.

The school must be notified immediately if there is a change of information regarding emergency contacts listed on the emergency cards. If you change your phone number at home or work, or your cell phone number, please remember to contact the school with that information. Please inform your emergency contacts that they are listed in this capacity. The designated person should live within the general area of St. Celestine School. Please remember that your child/children will not be released to anyone (even another sibling or relative) who is not listed on your emergency card. A written request must be sent to school in order for us to release your child to someone other than your emergency contacts. Individuals may be asked to produce identification to verify their identity prior to pick up.

Order of Protection

For the safety and security of everyone, all court orders of protection must be submitted to the Principal.

Records

St. Celestine School abides by the provisions of the "Family Educational Rights and Privacy Act" with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information about the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Change in Dismissal

If a student is to return home in some way other than that which is listed on the emergency card, the school must be notified via email or in writing. Your child's safety is our number one concern and a phone call rather than a written note leaves more room for error.

Early Dismissal

If a student is to leave school before the time of regular dismissal, a written request to the teacher and to the office from their parent/guardian must be submitted via email. The student must be signed out at the office before he/she will be released.

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.

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.

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.
2. **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

1. 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 request and authorization for the administration of medication is denied by the School Principal or school nurse; or the medication identified in the completed **Medication Authorization Form** is not given the School Principal in an appropriate container as described herein.

2. **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

3. 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.

4. 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 completed **Medication Authorization Form** has been received by the School Principal or his/her designee or by the school nurse (if applicable).

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).

5. 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

PHYSICAL EDUCATION

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.

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 or any other devices to text/message others during the day. In grades 3-8, these devices 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.

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 \$1.00 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.

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. All food

items sent must be store-bought and individually packaged. Homemade items are not allowed. All items must be approved by the classroom teacher prior to sending.

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	11:33 - 12:03 P.M.
GRADES 6-7-8	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.

Lunches should be brought from home or purchased at school. Lunches coming from McDonalds or other restaurants may not be eaten in the lunchroom. Should a restaurant lunch be brought to school for a child, the child will eat that lunch in the office.

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.

RECESS

Students go outside for recess during the week unless it is sub zero weather, the wind chill factor is below zero, or if it is snowing or raining. Please dress students appropriately for the weather. Students on crutches are not allowed outside for recess.

Those students who cannot go outside because of illness or injury are to bring a written note

from their parent/guardian. If a student remains indoors for 5 consecutive days, a note from the doctor is required.

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. Medical and emergency information paperwork must be on file in the office for students to be allowed to participate in field trips. 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.

VACATION

We strongly suggest that families do not remove their students from school for family vacations during instructional time. However, parents/guardians who wish to take their child(ren) out of school for several days because of family vacations are advised to discuss the student's progress with the teacher to determine what effect such an absence will have on the student's work. The final decision is the responsibility of the parents. Parents/guardians should notify the teacher at least one week prior to the trip. The school does not guarantee that assignments will be provided prior to the trip and is under no obligation to provide them prior to the trip.

SERVICE HOURS AND VOLUNTEERING

St. Celestine School families are expected to fulfill 14 service hours valued at \$25/ hour during the academic year. A letter detailing hours will be provided in January and in May. Outstanding hour amounts will be posted to FACTS accounts.

Archdiocesan guidelines require the screening of all volunteers. We know there will be cooperation by all volunteers in order to ensure the safety of our children.

- All employees and all volunteers who work with children must complete an online background check. No one may begin to work or volunteer unless the criminal

background check has been completed and approved. For assistance, contact the school principal at sklich@stcelestineschool.org

- All employees and all volunteers who work with children must attend the Virtus/Protecting God's Children training program within three months of beginning employment, ministry or service. Verification of the completion of Virtus training is filed in the personnel or volunteer file at the place of employment/ministry. Dates and sites for the Virtus training are posted on the Archdiocese of Chicago website online at www.archchicago.org. (Register online, after being hired or accepted as a volunteer.) If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.
- All employees and all volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement Form. The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.
- All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS 689) form. The form is to be given to the local administrator. One copy is mailed by the local school administrator to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.
- All of the above forms are available online at www.archchicago.org under the Protecting God's Children link.

SCHOOL TECHNOLOGY

Technology Use Policy

St. Celestine School is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our students and staff, the school's investment in hardware and software, ensure the benefits of technology, and prevent negative side effects.

The provisions of this policy are subordinate to the Chicago Archdiocesan guidelines and local, state, and federal law. St. Celestine's School's computers and other technology resources are to be used in a responsible, ethical, and legal manner in

accordance with the mission and rules of St. Celestine School. SCS has to investigate any suspected violations of this policy.

Access to the Internet must be related to a student's classwork responsibilities or for the purpose of education or research and be consistent with all of the educational objectives of the Archdiocese of Chicago and SCS.

The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the principal's discretion.

Some examples of unacceptable use include but are not limited to:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmission of any material in violation of any U.S. or State law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted;
- c. Invading the privacy of individuals;
- d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
- e. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Archdiocese and/or SCS;
- f. Using inappropriate language;
- g. Use of any proxy sites to access sites that are restricted by the normal course of the network;
- h. SCS will lock down the network using filters and/or additional software (in compliance with the Children's Internet Protection Act) to keep most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites;
- i. Damaging computers, computer systems, files, programs, or networks;
- j. Vandalizing, damaging, or altering the property of another individual, including data files; and
Using SCS network for commercial purposes (i.e. to buy or sell items)

- k. Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)
- l. Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal.
- m. Using school equipment, or email accounts to create a website or social media presence (i.e. Facebook, Twitter, Instagram, TikTok, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.
- n. Students may not create a website or social media presence (i.e. Facebook, Twitter, Instagram, TikTok, etc.) for SMS or the Archdiocese, or permit or encourage any other individual or entity to. Students are also prohibited from photographing, videoing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the principal.
- o. Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.

The school reserves the right to monitor student use of school computers including Internet use, e-mail use, language, and content. The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned and/or managed computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property of SCS/Archdiocese and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

In order to safeguard our students, staff, and network from potentially harmful internet content, St. Celestine School employs technology-based solutions to filter all internet access onto student Chromebooks. However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations.

In School: Our web-filtering system monitors, alerts, and prevents access to inappropriate internet content. It also alerts the administration when students are typing inappropriate content into their device. The Administration is alerted to inappropriate searches. In severe cases parents will be notified.

St. Celestine School uses Google Apps for Education (GAFE), which provides staff and students with a suite of free cloud-based email, storage, calendar, document editing, and real-time collaboration tools. Students in Grades 4-8 will be provisioned with individual Google Accounts consisting of an email address and password.

Inappropriate use of SCS technology initiatives may result in a loss of access to use them, as well as other disciplinary and/or legal actions.

Internet Usage

As part of its educational curriculum, St. Celestine School provides its students with access to the internet. Students are expected to adhere to school policies and respect their use of the internet at school. A copy of the Acceptable Use Policy must be signed and returned at the start of the school year.

St. Celestine School maintains a web filter on student Chromebooks 24hrs a day during August through June. The filter blocks explicit searches and inappropriate websites and tracks student correspondence for inappropriate content. The administration monitors student use during the school day and will address inappropriate search content during school hours.

Technology Use Outside of School

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

The school may not request or require a student to provide a password or other related account information to gain access to a student's account or profile on a social networking website. However, the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the

student's social network account violates the school's disciplinary policy, and the school may require the student to share content during such an investigation.

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

Electronic Devices

Phones, handheld or computer games, smart watches, iPads, laser pens, lights, etc., are not permitted in school. These devices will be taken from students, a detention will be issued, and parents must come to school to pick up the device. If parents determine that their child/children need a phone as a line of communication, the child's phone must be turned into the teacher at the start of the day. Cell phone use on school property before and after school hours requires school approval from the Administration.

Publicity Photos and Marketing

Student photos and work are sometimes submitted for publication within St. Michael School and/or Parish advertising. From time to time, photos or work may be submitted to newspapers or other publications which may also identify your child by name. If you do not want your child's name or photo used for publication at any time please send a written request stating such to the school office to be kept on file for the school year.

FAITH REQUIREMENTS

Liturgies

The St. Celestine School family gathers to celebrate the Eucharist throughout the year. These liturgies will be announced in the school newsletter, on the calendar, and by teachers. Parents are welcome to celebrate with us. Parents must enter through the School Office and pass through the gym to get to the church.

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.

One of St. Celestine School's goals is to assist families in developing the religious life, practice, and values of its students. To work toward this goal, one of the expectations is that the families attend Mass regularly and on an ongoing basis. The most important goal of St. Celestine School is to ensure that the Gospel message of Jesus Christ is passed on to our children. When parents enroll their child(ren) in the school, the

expectation is that they will be responsible for their child's mass attendance on weekends.

Extracurricular Activities for Children

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 some of the clubs that may be 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.

ADDITIONAL SCHOOL POLICIES

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the School will make all reasonable efforts to maintain

a supply of undesignated prescribed opioid antagonists in the name of the School and provide

or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they

will generally be available during:

- school hours: 7:30am - 2:30pm
- after-school hours: 2:30pm - 3:30pm
- maintained in the following designated secure locations: School Office

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton

conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

Administration of Medical Cannabis:

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student demonstrates his/her son or daughter is a "registered qualifying patient," has an individual who is a "registered designated caregiver," and both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Topical Sunscreen Usage:

A student may possess and use topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Asbestos:

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected in order to identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which

outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

St. Celestine has been inspected and some asbestos-containing materials were identified in the building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

The school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you desire.

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 all forms of communication, including 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.

Attacks on School Personnel

Upon receipt of a written complaint from any school personnel, the school is required to report all incidents of battery committed against any school employee (e.g. principals, teachers, aides, secretaries, custodians) to the local law enforcement authorities immediately after the occurrence of the attack. Additionally, schools must report all of these incidents to the State Board of Education through existing school incident reporting systems as they occur during the year by no later than August 1 of the preceding school year.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

As partners in the sacred mission of Catholic education, parents and guardians are expected to conduct themselves in a manner that consistently reflects the teachings, values, and moral standards of the Catholic Church. This obligation applies to all interactions with school personnel, students, and volunteers—whether on school property, at school-sponsored events, or in any context associated with the school community.

The conduct of parents and guardians must be guided by Christian charity, respect for the dignity of every person, and a spirit of cooperation and humility, in accordance with the Gospel of Jesus Christ and the principles of Catholic social teaching.

Behavior that is contrary to the moral and spiritual mission of the school will not be tolerated. Such behavior includes but is not limited to: actions or speech that oppose Catholic values; any form of disrespect, harassment, verbal or physical abuse; threats, intimidation, or any conduct that disrupts the peace, order, and Christian witness of the school environment.

Should a parent or guardian engage in conduct that, in the judgment of the Principal and/or Pastor, seriously undermines the mission or well-being of the school community, the school reserves the right to take the following actions:

- Restrict or revoke the parent/guardian's right to be present on school property, either temporarily or permanently.
- Dismiss the student(s) of the parent/guardian from the school, either on a temporary or permanent basis.

Allegations/Suspicion of Child Abuse or Neglect by School Personnel

The principal must contact the Office of Catholic Schools immediately when an allegation is made about a school employee or volunteer.

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse to make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Concussion Policy

St. Celestine School, in compliance of the Illinois State Law (Public Act 99-0245), has worked to develop and implement a Return to School Policy in the event that a student suffers a concussion.

Our coaches have been trained and instructed that any head injury, or suspicion of a concussion will result in a child being immediately removed from the field of play. In the event that a student has been diagnosed with a concussion or has been suspected of having a concussion, the following steps must occur.

During an Athletic Event:

- A coach/referee will remove the player from the field.
- The parent/guardian will be contacted. If one is not immediately present, the coach will make the safest decision - almost always keeping the student out for the remainder of the game.
 - A recommendation will be made to see a physician.
 - The player will sit out the rest of the game to ensure another injury does not take place.

During the School Day:

- Student will be walked to the school office.
- School personnel will speak to the student and contact the parents/guardians.
 - If a student shows signs of a concussion the parent/guardian will be asked to contact their pediatrician immediately.
 - * Students will not be allowed to return to school without written clearance from their doctor * *

After a Diagnosis from a Physician:

- Physician clears student to return to school/athletics.
- Physician diagnosis a concussion and a Return to School Protocol is started following doctor's orders.
 - School personnel and coaches continue to communicate with student and parents/guardians to ensure no symptoms resurface
 - Student is no longer eligible for PE, Athletics, etc. and accommodations to her/his academics will be made until cleared by a physician

Emergency Policies

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. Parental 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.

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.

Other Safety Concerns

St. Celestine School practices safety drills, including Lockdown Drills. Should a hard or soft lockdown be in place, the school will follow the advice of law enforcement professionals as it relates to initiating a lockdown, maintaining a safe building, and post-lockdown procedures.

ACADEMICS

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.
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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.
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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. Report cards for any trimester will be withheld until all financial obligations are met.

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.

Referral for Resource or District Testing/ Inclusive Education Services

The school will formulate and implement a Catholic Educational Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. Upon receipt of requests from parents/guardians, the school will meet with parents to review/discuss the precise nature of the special need(s), medical documentation provided, and any and all proposed strategies, educational accommodations / modifications, and interventions proposed. The school will determine what, if any, strategies, educational accommodations / modifications, and interventions it is able to provide to the student based upon its available resources. The school will document any such strategies, educational accommodations/modifications, and interventions they are able to provide in a Catholic Educational Support Plan ("CESP"). CESPs require the affirmation of both the student's parent/guardian as well as school officials.

An evaluation of the child's learning/behavioral needs is typically provided via a public school district evaluation pursuant its obligations under IDEA or the parent's licensed private practitioner. Either type of evaluation may be provided by parents in support of their request for a CESP. School personnel shall not attempt to diagnose students with a defined learning/behavioral need. If a school official suspects that a student may have a defined learning/behavioral need, he/she shall speak with the principal (or designee).

The principal (or designee) will meet with the student's parent/guardian to share their observations with parents/guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider

If a student is enrolled for the first time with an existing IEP or CESP from another school, the principal (or designee) shall meet with the parents to review the IEP/CESP, and formulate a new, local CESP based upon its local resources and the child's current needs. CESP's represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school may provide. Catholic schools are not legally obligated to implement any services recommended on an IEP. CESP's shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that CESP goals, strategies, accommodations/modifications, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the CESP.

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.

Cheating

The administration and faculty view cheating as a very serious infraction of school rules. Students will face both academic and behavioral consequences for cheating. Cheating comes in many forms, including but not limited to:

- viewing or copying another student's work
- using any form of cheat sheets including writing on body parts, articles of clothing, or school property
- the use of AI to complete homework, schoolwork, or to take a test
- plagiarism
- talking during assessments

Parent-Teacher Conferences

Mandatory Conferences are formally scheduled midway through the first 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.

Formal Conferences are face to face. Virtual meetings may be scheduled upon agreement by the teachers, principal, and parents.

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.

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.

Evaluation

i-READY Assessment and Lessons

Students in grades Kindergarten through 8 are given i-Ready Benchmark Assessments in the Fall, Winter and Spring. General school test results are provided at the Fall parent/ Teacher Conferences and by request in the Winter and Spring.

Individualized lessons are created based on test performance. These lessons are designed to strengthen areas for academic growth. Successful completion of i-Ready lessons are calculated into student grades and expectations around work they are to do.

Interim Reports 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.

SCHOOL 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- 2026/27

Rev. Ton Nguyen

Pastoral Representative 708-453-2555

Sheila Klich

Principal 708-453-8234

School Board Meetings

The School Board will meet every other month on a day agreed upon by the membership.

- Meetings will begin at 7:00 p.m. unless announced otherwise.
- 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.
- Problems regarding faculty or personnel should be discussed only at executive sessions.
- All names of individuals making a motion and seconding motion should be included in the minutes of a meeting.

Athletics

Message to the School

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

Nicole DiMaggio – *Athletic Director*

Mike Biegel- *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.

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.

TUITION AND 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, 2026**. The 2026-27 tuition rates for Preschool full day for 3 and 4 year olds, Kdg. through 8th grade are as follows:

Tuition				Curriculum Fee	Total
1st child					
\$7000.00				250.00	7250.00
2 children					
\$7000.00	5500.00			450.00	12950.00
3 children					
\$7000.00	5500.00	4000.00		650.00	17150.00
4 children					
\$7000.00	5500.00	4000.00	1175.00	850.00	18525.00

The 2026-2027 tuition rates for Preschool half day programs are as follows:

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

Tuition	Curriculum Fee	Total
\$5000.00	190.00	5190.00

5 Day Morning Program

Tuition	Curriculum Fee	Total
\$6200.00	190.00	6390.00

A \$100.00 non-refundable registration fee per family is required.

Financial Aid opportunities are available. Families must be registered to apply for financial aid. Decisions regarding aid will be announced starting in March and will continue until funding is exhausted.

The St. Celestine Family Referral Program is another way to lower tuition expenses. Current SCS families are eligible to receive a \$300 tuition reduction for the year if they refer a new family. If the new family registers and attends a minimum of one trimester,

the amount is applied to the April tuition payment for the referring family. Please contact the school office if you have questions or would like to refer a family.

Tuition may always be prepaid. **Mandatory fundraising and volunteer hours are 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 2026-2027 school year is May 1, 2026.

Tuition Policy for the 2026/27 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.

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. Families are encouraged to participate in the life of the Parish, especially as it relates to Mass attendance.
2. By the last Sunday in January, a \$100.00 non-refundable registration fee per family is due when registering for the next school year. After the last Sunday in January, the fee is \$125.
3. Tuition collection will begin in May of 2026. Should a family register and withdraw after May 30, the \$250 Curriculum fee will be deducted from any refunded tuition. This offsets the costs of staffing and materials which the school incurs starting in the spring.
4. Should a family register after May 1, the \$250 Curriculum fee will be added to the first tuition payment amount, rather than having it prorated throughout the year. This offsets the costs of staffing and materials which the school incurs starting in the spring.
5. When a family falls **one (1) payment behind**, they will receive notification from 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.

6. No child will receive his/her report card at each trimester or at the end of the year (or participate in 8th grade graduation ceremonies if applicable), unless all tuition and fees are current.

7. 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.

8. 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 \$8 service charge for all certified letters.

9. Each family with a child in PreK (all day) thru 8th grade is **required** to raise/pay a minimum of **\$250 in sales of raffle tickets** for the mandatory school fund-raiser. Each family with a child in any half day preschool program is **required** to raise/pay a minimum of **\$125 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 \$200.00 before the end of January in lieu of \$250.00 raffle ticket fundraiser.

10. Families are expected to perform 14 Volunteer Hours or incur an additional fee of \$25 per hour for unserved hours. The fees will be added to accounts in May of 2026.

11. 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.

12. The school is not responsible for collecting tuition payments from anyone except the parent or legal guardian who signs the tuition agreement.

Delinquent Financial Obligation Policy

Any family who misses two payments and who has been unwilling to make and/or adhere to alternative arrangements will be subject to actions by the school up to and including non-participation in activities, financial suspension of their student(s), and/or removal from the school. 8th grade students may be denied participation in graduation activities if all tuition and fees are not current or paid in full by the date of the activity.

In addition, in the event a school family's financial obligations have not been met, the School reserves the right:

- To withhold the diploma and graduation materials of a graduating student;
- To deny admission for the student(s) of the delinquent school family to the School for a new academic term;
- To deny admission of the delinquent school family to the School for the following year.

Emergency Tuition Assistance

As a vibrant Catholic community we make every effort to provide assistance for our families who encounter a financial emergency or hardship, such as illness or loss of job. St. Celestine School offers its families tuition assistance in the event of a hardship.

The assistance provided is a one-time award. This limit has been implemented in order to help families in need on a short-term basis while, hopefully, a more permanent solution is established. The following are the guidelines for tuition assistance:

Assistance is awarded on a family's demonstrated financial need and the availability of funds. Each family is required to contribute to the cost of educating their child(ren).

Emergency assistance funding is limited and designed for serious situations involving families.

Withdrawal of Students Based Upon Financial Delinquency

Students may be withdrawn if their parent/guardian fails to fulfill their financial/tuition obligations to the school. Before withdrawal occurs, the Principal (or designee) shall attempt to formulate a payment plan with the family. The Principal (or designee) will be sensitive to the unique circumstances of the family, while ensuring that the family is able to fulfill their financial obligations. The Principal may establish "Exclusion Days" in which families are told that they may not send their child to school unless a plan for tuition payment is formulated or followed. Such days will be announced ahead of time so that the family and teachers can make appropriate plans.

