

SAINT ETHELREDA SCHOOL



“Educating Tomorrow’s Leaders”

PARENT & STUDENT HANDBOOK

**INFUSING KNOWLEDGE WITH RELIGION
RESPECT AND RESPONSIBILITY**

CHILDREN LEARN WHAT THEY LIVE

*If a child lives with criticism,
He learns to condemn.*

*If a child lives with hostility,
He learns to fight.*

*If a child lives with ridicule,
He learns to be shy.*

*If a child lives with shame,
He learns to feel guilty.*

*If a child lives with tolerance,
He learns to be patient.*

*If a child lives with encouragement,
He learns confidence.*

*If a child lives with praise,
He learns to appreciate.*

*If a child lives with fairness,
He learns justice.*

*If a child lives with security,
He learns to have faith.*

*If a child lives with approval,
He learns to like himself.*

*If a child lives with acceptance and friendship,
He learns to find love in the world.*

MISSION

St. Ethelreda is a Christian School Community, committed in traditional Catholic values, welcomes a diverse enrollment, educates the whole person, prepares students for a lifetime of learning, leadership, and service and offers a safe and affordable education.

PHILOSOPHY

Our School-wide Philosophy is:

- All Students can learn to be analytical, productive members of society that are capable of communicating, analyzing and understanding their responsibilities as inhabitants of our world.
- We shall provide an environment that promotes positive learning, personal responsibility, and the respect for individual differences of all people.

PURPOSE

The distinctive purpose of this Catholic School is to create a Christian educational community where human culture and knowledge enlightened and enlivened by faith, is shared among teachers and students in a spirit of freedom and love.

OBJECTIVES

To make known to each student the person and message of Jesus Christ and to develop an understanding of His Church.

To provide all students with opportunities to develop moral and spiritual values, ethical standards of conduct, and basic integrity.

To develop in all students a respect for themselves and for the rights of others.

To enable students to acquire basic life skills.

To help each student develop the power to think constructively, to solve problems, to reason independently, and to accept responsibility for self-evaluation and continuing self-instruction.

To grow into a Christian faith community in which faculty, student, and parents work together, respect themselves and each other, and show a real concern for others in spirit of Christ's teaching.

INSTRUCTION

This policy book is for use by parents of St. Ethelreda School children. This publication will more clearly explain the expectations listed below and outline school operating procedures. Hopefully, it will be a guide toward unifying our efforts. Please read this book carefully and keep it for references during the school year.

Besides academic excellence, St. Ethelreda School tries to give your child a positive outlook, values, a set of attitudes for living a truly Christian life. Our aim is not merely to have your children learn “something”, but to “become someone”. In setting these goals, we do not wish to supplant the parents’ academic religious and moral influence, but rather to support and strengthen it.

It is imperative, then that school and parents not only agree on values and attitudes, but share and reinforce them. To reach this agreement, it is necessary that parents become actively involved in school and church.

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POLICY OF NON –DISCRIMINATION

St. Ethelreda School, operated under the auspices of the Catholic Archdiocese of Chicago, 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 these schools. Archdiocesan schools do not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

GOVERNING BODY **BOARD OF SPECIFIC JURISDICTION (BSJ)**

In light of Genesis Vitality Goal 3/Governance and the evolution of advisory boards over the past twenty years, a school community may have implemented a Board of Specified Jurisdiction. The pastor for a parish elementary or secondary school, the executive pastor for a multi-parish elementary school or the superintendent of schools for an archdiocesan elementary or secondary or secondary school establishes the BSJ to assist the school community in the governance in specified areas of the school, consistent with the policies, procedures, guidelines, regulations and best ideas promulgated by the Archdiocese of Chicago and the Office of Catholic Schools.

St. Ethelreda Board of Specified Jurisdiction, as authorized by the Archdiocese of Chicago, Office of Catholic Schools, has the authority to make decisions in specified areas. These areas are:

- Vision and mission
- Institutional development
- Finance and facilities
- Marketing and recruitment

Additionally, the Board is empowered to collaborate with the principal to support the work of administering and leading the school.

School Board consists of:

- Eleven (11) to twenty-one (21) members appointed by the pastor with categorical membership as follows: (Note: No more than 20% of Board members may be non-Catholics).
 - Parishioners
 - Alumni/ae and Parents of Alumni/ae
 - Leaders within the neighborhood, business, and professional communities
 - Educators and educational administrators
 - Administrators and professors/instructors from higher education
 - Parents (no more than 25% of the Board members)

FAMILY AND SCHOOL ASSOCIATIONS

The Family and School Association is an organization of the school dedicated to collaboration between parents/guardians and members of the school and parish staff in the pursuit of Catholic, excellent and vital education.

“The school community recognizes that parents/guardians are the primary educators of their children in the Catholic faith: *Genesis, A New Beginning for Catholic Schools*

The Family and School Associations promote and encourage the following goals:

- Regular communication that fosters partnership between family and school community
- Spiritual and educational development opportunities for students’ families
- Social interaction among members of the school community
- A network that supports family life and the school community
- Volunteer service for the school community
- Educational legislative action
- Effectiveness of the Catholic school within the local community

The Family and School Associations are not:

- Policy-making organizations,
- Primarily fund-raising organizations,
- Forums for grievances.

The St. Ethelreda Family and School Associations are composed of officers, an executive board, standing and special committees. The organization functions under the auspices of its written Constitution and Bylaws which follow policies, procedures and directives of the Archdiocese of Chicago and the Office of Catholic Schools.

Financial Practices

The Family and School Associations follow the best practice procedures authorized financial policies and procedures required for the collection and disbursement of funds as determined by the Office of Finances of the Archdiocese of Chicago.

Fundraising Initiatives

The members of the Family and School Associations may be involved with fundraising activities for the school. They work together and with the principal to accomplish the school’s funding goals.

GENERAL INFORMATION

ADMISSIONS

St. Ethelreda School admits students of any race, religious affiliation, color, sex, disabilities, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in attendance.

It does not discriminate on the basis of race, religious affiliation, color, sex, national and ethnic origin in administration of education policies, scholarship programs, athletic and other school administered programs.

ABSENCE

It is the parents' responsibility by state law to see that students attend school regularly and are on time each day. All students must attend school every day, unless there is an illness or family emergency. Eight grade students must attend up to the date of graduation.

Vacation during school time is discouraged. The school assumes no responsibility for work missed due to a vacation.

A parent must call the school office at (773) 238-1757 between 8:15a.m. and 9:00a.m., if a child will be absent. A note signed by the parent must be given to the child's teacher when he/she returns. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS A TEMPERATURE OR APPEARS ILL.** It is the responsibility of the parent/guardian to inform the office of any contagious illnesses such as strep throat, pink eye, chicken pox, etc.

AGE REQUIREMENTS

A child entering Kindergarten must be (5) years old on or before September 1st of that year. A child entering the first grade must be (6) years of age on or before September 1st of that year.

LUNCH PROGRAM

The school participates in the Archdiocesan Lunch Program. All students are eligible to obtain a free or reduced price lunch if the family falls within the guidelines set by the Federal Government. All families must complete a lunch application at the end of August. As soon as the application is returned, it will be processed and kept on file. You will then receive a status notice of qualification for free, reduce or full price. For those who pay full or reduced price, payment must be paid on the due date.

OFFICE HOURS

The school office is open from 7:30a.m. to 4:00p.m., Monday through Friday. All school business is to be transacted during this time. The office is also open on Monday – Friday, from 9:00 – 3:00 during July and August.

EXTENDED DAY PROGRAM

Morning service is available from 6:30a.m. to 8:00a.m.

After school service from 3:00p.m. to 6:00 p.m. Monday through Friday. The application forms

can be acquired from the school office. This service starts the first day of school. Students' behavior must be appropriate to continue use of this service. Parents must inform the school prior to dismissal if your child will not be attending or if someone other than the designated parent will be picking the child up from after school service for that day. Children whose bills are more than two weeks delinquent cannot report to before/after school care until the bill is paid in full. Prices are on the application form. Child Care Assistance is accepted for the Extended Day Program.

REGISTRATION

Pre-registration for students currently enrolled in the school and brothers and sisters of current students takes place in the spring, at which time \$200.00 is due to hold your place. This is not applicable to your first month's tuition which is due August 15th. These fees are non-refundable. If the first month's tuition is not paid by August 15th, your child's place will not be held.

New families may register after testing and the first month's tuition along with the registration fee of \$200.00 will be due at registration. At this time, a copy of the birth certificate, immunization, dental and vision for grades K, 2 and 6 are required. After registration, payments are due in accordance with the payment schedule. Tuition is due on the 15th of the month.

SCHOOL RECORDS

Parents and legal guardians have the right to examine the school records of their child. The school requires a week notice of intent to examine records. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide non-custodial parents with access to the academic records and to other school related information regarding the child. 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.

A missing child's records will be made available to the police department or anyone pursuing an investigation of the child.

PRESCHOOL FOR ALL PROGRAM

Preschool for All is the state of Illinois' initiative to ensure high-quality preschool programs are available to 3 and 4-year old children. The Preschool for All program is a five-hour, five-day a week program provided to eligible* families at no charge.

St. Ethelreda School offers a Preschool for All Program. The school also offers a *voluntary* supplemental preschool program, which extends the preschool day to the end of the regular school day. Payment is required for participation in the *voluntary* supplemental preschool program. The payment is proportionate to the amount of non-Preschool for All time a student spends in the supplemental preschool program.

The hours for the preschool programs are noted below.

- Preschool for All program begins at 7:45 a.m. and ends at 1 p.m.
- The supplemental preschool program begins at 1 p.m. and ends at 3 p.m.

Families who participate in the Child Care Assistance Program (CCAP)* will not be charged anything for participation in the Preschool for All program or the supplemental preschool program. The only payment required for CCAP students is the CCAP co-pay.

For more information regarding the preschool programs call 773.238.1757.

**To find out if you are eligible for the Preschool for All program and/or CCAP, please contact the school at 773.238.1757.*

SCHOOL DAY

Grades Kindergarten through 8	8:00a.m. – 3:00p.m.
Lunch for all students	11:45a.m. – 12:30p.m.

Students are asked not to arrive before 7:50a.m. or remain on the blacktop after being dismissed from school (unless enrolled in Before/After School care). This rule is instituted for the safety of your child.

SCHOOL RECESS

Grades K – 3 will have outdoor recess from 11:45a.m. – 12:05p.m.

Grades 4 – 8 will have recess from 12:05p.m. – 12:25p.m.

Outdoor recess will be held (weather permitting) unless the temperature is below 20 degrees.

CALENDAR

The official school calendar shall include the following:

- **176-180** full days for student attendance and instruction (**minimum requirement 176**)
Only the first and last day of the school year may be shortened to less than a full day without making up the instructional time.
- **6 – 10** full days for religion and staff development (**minimum requirement 6 days**)
Professional development days are scheduled for continued and sustained development in the areas of:
 - Religious education and theology (**minimum requirement 2 days**)
 - Curriculum and instructional planning,
 - Genesis Priority Goals and Action Plans,
 - school improvement planning and
 - teacher re-certification activities.
- A minimum of **2 scheduled days** for parent-teacher conferences. Principals may dismiss students **after 3 ½** hours of instruction without adding instructional time to the school schedule. Such days will be recorded on the calendar as “full days” of instruction.

- 3-5 emergency days (scheduled before the last day of student attendance)

HOMEWORK

Homework is given to reinforce concepts presented and/or provide practice in skills learned. Parents should check homework, help when needed, consult the teacher if there are questions and sign it.

HOMEWORK POLICY

The teachers assign homework with great care. The assignments shall reinforce skills previously taught, foster habits of independent study and meet the educational needs of individual students. The work shall be of such a nature as to encourage and facilitate, but not demand parental involvement. All homework and assignment notebooks should be signed daily.

THE FOLLOWING HOMEWORK TIMETABLE IS IMPLEMENTED AT ST. ETHELREDA SCHOOL

- Kindergarten.....30 minutes each night
- Grades 1, 2, and 3.....one hour each night
- Grades 4 and 5.....one and a half hour each night
- Grades 6, 7, and 8.....two hours each night

The homework assignment may include a reading assignment as well as written work.

Parents must arrange a time and place for studying so that no child will be up after 9:30 doing homework.

Late work will not be accepted (student absenteeism is the only exception). All assignments missed during the period of absence must be turned in exactly one week after the student returns to school.

UNIFORMS

Preschool: Uniforms are required for Preschool students.

Girls – Navy jumper, Navy knee socks or navy tights, school shoes.

Boys – Navy pants, blue polo shirt, school shoes.

Girls’ uniform grades K-5: Blue plaid jumpers, yellow long or short sleeve (round collar)

blouses, navy blue cardigan (button down) sweater, dark colored school shoes.

Girls' grades 6-8: Blue plaid skirts, plaid tie, yellow long or short sleeve pointed collar blouse, navy blue knee socks, navy blue blazer, navy blue cardigan sweater, dark colored school shoes.

Boys' uniform grades K-8: light blue short or long sleeve dress shirt, navy blue school trousers (NO JEANS, or CARGO PANTS), navy blue plain sleeveless sweater vest, dark colored school shoes; **(K-5 navy blue solid tie; 6 – 8 navy blue stripe tie).**

A plain navy blue cardigan button down sweater may also be worn with the school uniform on cool days.

All children should wear regular school shoes to school. If shoe boots are worn to school during the winter months, regular shoes must be brought and worn during school hours.

St. Ethelreda gym tee shirts and gym shorts or sweats are worn on Tuesday and Thursday for gym class. Students must wear solid white socks and solid black or white gym shoes.

UNIFORM STORE

The school uniforms may be purchased from Martinellis located at 3517 W. 95th Street, Evergreen Park, Illinois and School belles located at 7763 S. Harlem Avenue, Bridgeview, Illinois. Order booklets are in the school office.

DRESS CODE

Girls: Girls' hair ornaments must be complimentary to the school uniform. The suggested colors are yellow, blue, red, gold or white. Girls' hair, including extensions, must be their natural hair color. Girls' may wear one pair of moderate size earrings.

False nails of any kind and nail polish of any color cannot be worn to school. This includes nail tips and French/American manicures.

Boys: Designer/House cuts are not allowed (this includes geometric parts, designs, letters, tails, braids, dreadlock and high top fades). Boys may not wear earrings to school. Tattoos, permanent or temporary, are not allowed. The dress code applies to all students from preschool through grade 8.

SCHOOL SUPPLIES

Basic school supplies are sold for the convenience of students and parents in the school. All supplies must be purchased between 8:00 and 8:30.

TARDINESS

When a child is tardy more than three times, a \$5.00 fine will be charged for each succeeding tardy that month. The total fine must be paid by the end of the month. Otherwise, the child will not be admitted to class until this matter is resolved.

TELEPHONE CALLS

NEITHER STUDENT NOR TEACHERS CAN BE CALLED TO THE TELEPHONE DURING SCHOOL HOURS. ONLY EMERGENCY MESSAGES CAN BE RELAYED TO

STUDENTS /TEACHERS. Cell phones are not permitted. If found, it will be taken and a \$20.00 fine must be paid by the parent before it is returned.

CONFLICT MANAGEMENT

Conflicts are unavoidable, however might does not make right. Conflicts between children will be resolved as fairly as possible trying to preserve the rights of all. The ultimate arbitrator would be the principal. Repeat offenders will be suspended. Expulsion will follow in extreme cases. Parents will be held responsible for any damages. If a problem should arise, please consult the teacher first. If the problem still needs to be resolved, a meeting with the child, parent, teacher and principal will be scheduled.

TRANSFERS

Transfer Out: The school office should be notified **three days** in advance when a transfer is desired. The school sends unofficial records of students transferring to other schools within 10 days of the request. The new school's name must be given before a transfer slip can be completed. Transfers will not be released until all financial obligations have been met. Personal checks will not be accepted at this time; payments must be in cash, money order or cashier's check.

Transfer In: The school maintains certified copies of birth certificates for each student enrolled. The school notifies the parents or guardians that such documentation must be submitted within 30 days of enrolling the student. Certified copies of transfer students' records must be requested within 14 days of enrollment. A student cannot be accepted from another school without a proper transfer or other proper notification from the sending school.

TRANSPORTATION

It is the parents' responsibility to pick up their child on time. St. Ethelreda School does not have its own school bus service. Parents are recommended to check out bus companies on their own. Parents must notify the school office of bus selection and/or any change in service.

VISITORS' PASS

All visitors to the school must secure a pass from the school office to visit a classroom. This prevents unnecessary interruption to teachers' schedules and assures supervision of children at all times. Appointments must be made to speak with a teacher before or after school. A visitor's pass must still be secured from the office prior to conferring with the teacher.

FIELD TRIP

Parent chaperones are necessary to make any trip possible. Chaperones must accompany students to and from the destination. A signed parental permission slip is mandatory for participation, non-participating students must stay home. When the class goes on a trip, the teacher accompanies them. Thus, the teacher is unavailable to be with your child. The regular school uniform is worn on field trips unless different attire is specifically requested by the teacher. Parents (chaperones) must return all students to school so that all children may be promptly dismissed after attendance is taken. All parent chaperones are required to ride the

school bus with the class.

SCHOOL VOLUNTEERS AND CHAPERONES

It is the policy of the Archdiocese that all the Chicago Archdiocesan school volunteers and Chaperones should perform an online **Criminal Background Screen, Mandated Reporter Training, and Virtus Training**, two (2) weeks before volunteering or chaperoning. No one may begin to volunteer or chaperone unless (a) the criminal background check has been completed and approved, (b) the mandated reporter training, and (c) virtus training have been done and certificates of completion submitted. Please go to **www.eAppsDB.com** for Criminal Background Check, <https://www.dcfstraining.org/manrep/index.jsp> for the Mandated Reporter Training, and www.virtusonline.org, for online registration and arrangement for face-to-face training. There are also forms to be completed in the school office. Remember, all these must be completed two (2) weeks before volunteering or chaperoning.

EMERGENCY INFORMATION

It is absolutely essential that the school be able to reach someone in case of necessity. Please report changes of address, phone numbers or guardianship to the school office immediately.

INDIVIDUAL PARENT-TEACHER CONFERENCES

All parents are scheduled for a conference at the end of the first and third quarters. Additional conferences may be scheduled as needed by parent or teacher. Teachers are available for conferences one half hour before and after school.

RELIGIOUS INSTRUCTION

All parents of children entering the school for the first time are invited to attend a series of classes for the benefit of the child and yourself in Catholic Faith. There is no obligation to join the Catholic Church. These classes should be completed the first year the child is enrolled. Anyone else who is interested is invited to attend. All parents are expected to attend the school family Mass 2nd Sunday of each month beginning September – May.

HEALTH AND SAFETY

AIDS POLICY

The problem of AIDS challenges us to exercise our inalienable human duty to treat all persons with dignity. As Christians, we have a moral responsibility to respond in a compassionate manner to those with AIDS and to educate others so that AIDS will be prevented.

INSURANCE

Students participating in any sports related activity (flag football, basketball, track, cheerleading, pom-pom, other organized sports), must have special coverage in order to participate in these organized sports activities.

DRUG POLICY

Students who sell/distribute or in any way serve as the source of alcohol or any illegal drugs to others on school property or at school sponsored events are automatically expelled.

Any student who is found on school property or at a school sponsored function with alcohol or any illegal drugs or drug paraphernalia in his/her possession or property is subject to the following:

- 1) Immediate suspension followed by an investigation
- 2) Conference with principal, parent/guardian, child, pastor, counselor or other appropriate persons as determined by the Principal. Appropriate confidentiality shall be maintained.

If the violation is founded, professional evaluation and if necessary, treatment shall be provided by parent/guardian. When pastoral and rehabilitative measures have been exhausted with no success, the principal may choose continued suspension and/or expulsion.

In extreme or special cases expulsion may be considered at an earlier time in the process. Police notification shall be made at the appropriate time, as directed by law.

Mitigating circumstances warrant differences in procedures, i.e., first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, initial success of rehabilitative measures. St. Ethelreda School reserves the right to request school-approved testing of illegal substances, with or without cause.

GANG ACTIVITY

Gang-related activities have no place in the Catholic School which is fostering a gospel-based spirit. The following activities/behaviors shall constitute violations and are subject to disciplinary action:

- 1) Any conduct on or off school premises that may be gang related.
Any conduct that may be gang-related during school sponsored events or activities.
- 2) Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
- 3) The display of signs/symbols on paper, notebooks, textbooks or other possessions that may be gang-related.
- 4) The use, possession, and/or concealing of a weapon.

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

WEAPONS

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

- Students shall not carry, possess, or use weapons in school or on school premises nor shall the discussion of the use of weapons be allowed.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities are allowed to inspect and search places such as desks, parking lots and other school property, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. School authorities will request the assistance of law enforcement in conducting the searches.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to counseling, suspension and/or expulsion, depending on the circumstances.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

SEARCH AND SEIZURE

School Personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student’s right to and the need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

While desks and other storage areas are provided to students by the school, the school retains control and access to all desks and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility to maintain proper safety, control and management of the school.

SEARCHES OF SCHOOL PROPERTY

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

SEARCHES OF STUDENT’S PERSON AND PERSON PROPERTY

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

SEXUAL HARASSMENT

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

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Administration contacts police

If there is doubt about the seriousness of an offense, call the police

The assault of any student by a staff member (or vice versa) is a serious offense.

The administration contacts the State of Illinois Department of Children and Family Services (DCFS) if a staff member is the offender 1-800-252-2873.

- Administration assigns a staff member to get the names of suspects and/or any witnesses.
- Administration assigns a staff member to locate and isolate the suspect, if possible.
This is done in a non-confrontational manner. The victim and the suspect(s) are separated. None are interviewed. However, statements made by the victim and/or suspects are documented.
- Administration contacts parent/guardian of student(s) involved to
 - a. Inform of situation
 - b. Advise of actions being taken,
 - c. Communicate other pertinent information
 - d. Schedule conferences as appropriate
- Administration informs the Archdiocese of Chicago, Office of Catholic Schools 312-534-5200.
- Administration imposes appropriate disciplinary measures according to local procedures.
- Administration refers to the Dealing with the Media section of the School Crisis Response Handbook.
- Administration notifies the Archdiocesan Insurance Administrator ASAP or within 24 hours 847-394-3900.
- Administration completes and maintains an Incident Report

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian.

When, in the judgment of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds is

temporarily or permanently suspended.

- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

REPORTING CHILD ABUSE

The “Illinois Child Abuse and Neglect Reporting Act” mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child’s welfare at the time of the abuse or neglect. This includes professionals such as teachers who are responsible for the care of the child.

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

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

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

UNSUPERVISED STUDENTS

It is important to us that children are under adult supervision at all times. Because there is no one to care for students after 3:15, **any child not picked up by this time will be sent to our Extended Day Program.** These students will be billed the Extended Day rate. The third time children are sent to Extended Day, the registration fee and form must be completed and children will be enrolled in the Extended Day Program which will assure that these children are always under adult care. As with all other fees, report cards will be held if these Extended Day Fees are not paid.

ILLNESS AT SCHOOL

If the child becomes ill in school, a parent, or person authorized by the parent, will be notified. The family emergency form is kept on file in the office listing names of persons to be contacted in the event that parents are not available. Parent or authorized person must pick student up in the school office and sign for the child’s release.

DISPENSING MEDICATIONS

It is the policy of the State of Illinois, School District 299, and St. Ethelreda School, that medication not be administered at school except in cases where not administering medication would necessitate the child staying at home.

Medication, whether prescription or non-prescription, shall be administered to students in this school by the School Nurse, or by building Administrators and/or building secretaries, under the

supervision of the school nurse when such medication is required during school hours. If it is determined that the student shall receive medication at school, the procedure set forth below shall be followed.

The student's physician shall provide written orders detailing the name of the student, the type of disease or illness involved, the name of the medication, dosage, time interval in which the medication is to be taken, the necessity for the medication during the day, the desired benefits of the medication, the side effects, and emergency number where the physician can be reached. The order shall be renewed periodically and should state whether the medication may be safely administered by the school personnel other than a school nurse.

The student's parent or guardian shall provide to the school nurse, a written authorization and request for the administration of prescription or non-prescription medication at school. The request shall include the parent's or guardian's name and phone number in case of an emergency.

The written order of the physician shall be placed in the student's health file. Changes in medication shall be made only upon the written order of a physician.

Medication must be brought to the school in closed container appropriately labeled by the pharmacy or physician. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the container. **No student may carry any medication.***(Authorized asthma inhalers are the only exception, see next page). Medications must be taken to the school office/nurses' office.

The school shall provide a locked space for safe storage of the medication which is accessible to authorized personnel only.

The school nurse shall keep a written record of all administration of medication. This record shall include the following information: what medication was given, to whom it was given (date and time), the dose given, who administered the medication, the date of initiation of drug therapy in school, any absenteeism, if and when a medication was not administered or terminated and the reason why, and the date of discontinuance. This information shall be placed in the student's health file along with the physician's order and parental request for administration of medication.

No medication will be given by school personnel unless these guidelines are followed. The school retains discretion to reject requests for administration of medication subject to the requirement of the Individuals with Disabilities Education Act.

ASTHMA INHALER

Under a new Illinois law, students are allowed to keep asthma inhalers with them during the course of the school day. The new law applies to asthma inhalers only, not other medication.

In order to grant authorization for a student to self-medicate asthma inhalers, the school, in accordance with the State statute requires:

A written authorization from a parent/guardian and

A written authorization from the physician containing the following information

- 1) The name of the student
- 2) The name and purpose of the medication
- 3) The prescribed dosage
- 4) The time or times at which (or the special circumstance under which) the medication is to be self-administered

The necessary forms are available in the school's office. The information and written authorization will be kept in the student's file. Parent (s)/Guardian (s) must understand that any abuse of this statutory right by a student and/or any endangerment of another student (s) as result of a student possessing this medication will result appropriate disciplinary action by the school.

TEMPORARY PHYSICAL INJURIES

If your child has sprained, broken bones or is on crutches we need a release from the Doctor that they are able to return to school and what, if any activities are limited such as gym, outdoor recess, etc. If your child should be limited with gym or outdoor recess when they are again able to do these activities another release is needed from the Doctor.

Legal Reference: IL Rev. Stat., Ch. 122, par. 10-20. 14b

STUDENT PHYSICAL EXAMINATIONS AND IMMUNIZATION REQUIREMENTS

State law requires a health examination performed by a licensed physician upon entering Pre-School, kindergarten and fifth grade. Below is a list of immunizations required for preschool, kindergarten and fifth grade before entering school in August and no later than October 1.

PRESCHOOL: A PHYSICAL WITH THE FOLLOWING IMMUNIZATIONS:

- Diphtheria, Pertussis, Tetanus – 4 or more doses
- Polio – 3 or more doses - Measles – on or after 1st birthday
- Rubella – on or after 1st birthday
- Mumps – on or after 1st birthday
- Haemophilus Influenzae type b (HiB)
- Hepatitis B – a series of three shots. The first two doses no less than 28 days apart.

The interval between second and third dose must be at least 2 months and the interval between first and third dose must be at least 4 months.

- Chicken Pox vaccine – on or after 1st birthday or confirmation from physician of prior disease history.

- Lead Screen Blood Test/Questionnaire – needed one time before on or after 4th birthday.

- Dental Exam

KINDERGARTEN: A PHYSICAL WITH THE FOLLOWING

IMMUNIZATIONS:

- 1) Diphtheria, Pertussis, Tetanus – 4 or more doses (last dose on or after 4th birthday)
- 2) Polio – 3 or more doses – (last dose on or after 4th birthday.
- 3) Measles – 2 or more doses – 1st dose on or after 1st birthday.
- 4) Rubella – on or after 1st birthday
- 5) Mumps – on or after 1st birthday
- 6) Chicken pox vaccine on or after 1st birthday or confirmation from physician or prior disease history.
- 7) Lead Screening Blood Test/Questionnaire– needed one time before age 6.
- 8) Dental Exam
- 9) Vision

SIXTH GRADE: A PHYSICAL WITH THE FOLLOWING IMMUNIZATIONS:

- 1) Diphtheria, Pertusis, Tetanus – 4 or more doses (Last dose on or after 4th birthday)
- 2) Polio – 3 or more doses (Last dose on or after 4th birthday)
- 3) Measles – 2 doses – 1st due on or after 1st birthday
- 4) Rubella – on or after 1st birthday
- 5) Mumps – on or after 1st birthday
- 6) Hepatitis B – a series of three shots.

The first doses no less than 28 days apart. The interval between second and third dose must be at least 2 months, and the interval between first and third dose must be at least 4 months.

SECOND AND SIXTH GRADE: Dental Exam and Vision also required.

Students who have not completed the Hepatitis B series before school starts will need to get a schedule of when the remaining shots are to be given from the doctor's office and return the schedule to the school office.

The above physicals, immunizations and dental exams are required before entering school in August.

STUDENTS WILL NOT BE ALLOWED TO ENTER SCHOOL UNTIL ALL IMMUNIZATIONS ARE UP TO DATE.

EMERGENCY CLOSING

On rainy or cold weather days, students are admitted into the building before 8:00a.m. In case of extreme weather conditions, St. Ethelreda School will follow whatever decision is made for all Catholic Schools in the Archdiocese of Chicago and Public Schools in Chicago. For information concerning cancellation of classes consult radio stations WMAQ 67, WGN720am, WLS 890am, WBBM 78, WLS 94.7fm, B96fm and US99fm and television station WGN (channel 9), ABC (7), CLTV (10), FOX (12), NBC (5) and CBS(2).

This information will be posted on the website and on the answering machine as soon as a decision is made.

STUDENT SAFETY

Parents are urged to encourage their children to abide by basic safety rules. Children should come to school by the safest routes, crossing at the crosswalks and cooperate with the school's Safety Patrol. The school is not legally responsible for children before 7:45a.m.; therefore students should not arrive at school in the morning before 7:45a.m. School is dismissed at 3:00 and students should not remain on the school grounds or blacktop after 3:15p.m. Crossing guards remain on their corner until 3:15p.m. Any child who is still waiting for a ride at 3:15 will be sent to after school care. A fee will be charged for this service.

STUDENT PROTECTION

Parents are asked to caution their children not to accept gifts, food or rides from strangers. Parents are also asked to not allow their children to visit stores immediately before or after school. Marshfield Park is OFF limits before 8:00a.m. and after 3:00p.m. for basketball or any other type of play.

TRAFFIC SAFETY

Before and after school Paulina Street is blocked off for the safety of the children. Please enter the parking lot off Paulina by way of the alley near the park, drive to the back (east end) of our parking lot and exit the parking lot by way of the alley on the east end of the lot to 88th Street. At no time are cars allowed on the front (west) half of the parking lot. This area is reserved for the children. Please do not park/drive across the yellow line.

WINTER BREAK

The students of St. Ethelreda School will have a winter break of two weeks during the Christmas and New Year's holidays.

WINTER REMINDERS

On all days when snow is on the ground, students are required to wear boots that can be removed when they enter the building. During school time they are to wear school shoes. If they do not have boots they should bring an extra pair of school shoes so that they are not sitting all day in wet shoes. Gym shoes should not be worn to school as boots.

Throwing **SNOWBALLS** is not permitted any place on the school grounds or blacktop because of the danger to pedestrians, motorists, and especially small children. Violation of this rule may result in suspension. Full cooperation of all parents and students regarding boots and snowballs will insure the health and safety of all concerned.

EXTRACURRICULAR

Mastery of academics allows the opportunity of participation in extracurricular activities and

athletics. Extracurricular athletics participation is a privilege not a right. As stated above, it will be treated as such.

GOSPEL CHOIR

All students in grades 4 – 8 are invited to join the Gospel Choir. These students sing at Liturgical Celebrations, Christmas Programs and for students at other schools. Students practice on Wednesday after school from 3:15 to 4:30.

A junior gospel choir for students in kindergarten through 3rd grade also sings at Family Mass and assemblies. Rehearsal is from 1:30 – 2:30 on Tuesday.

There is a fee for materials, transportation and stole/robes.

SAFETY PATROL

Students in grades 5, 6, 7 and 8 may sign up for safety patrol. Each student will have a specific week assigned during which he/she must fulfill the given a patrol duties. It is the students' responsibility to be at the assigned post on time with the patrol belt visible.

STUDENT COUNCIL

Students in the school have representation through the elected Student Council officers. All students are invited to attend the bi-weekly council meetings. Students in grades 3 through eighth are invited to attend the bi-weekly council meetings. Students in grades 3 through eighth are invited to join the Student Council.

BAND/SPANISH

Band/Spanish lessons are offered to students in fourth through eighth grade. Parents will be given this information as it becomes available. There are separate fees for these activities.

ALTAR SERVERS

Any student, Catholic or non-Catholic male/female in grades 4-8 may sign up to become an altar server. Altar servers assist the priest at Mass. Students will be trained during regular school hours.

LEADERSHIP CLASS

This club is made up of students who strive to put God first in their daily lives. They are also leaders among their peers. Boys and girls in grades 3-8 are eligible for participation.

ATHELETICS

STUDENTS MUST HAVE A POSITIVE ATTITUDE AND PASSING GRADES IN ORDER TO PARTICIPATE IN ANY OF THE SPORTS TEAM.

TUITION AND FEES MUST ALSO BE UP TO DATE IN ORDER TO PARTICIPATE.

FOOTBALL

The boys in grades 5-8 may sign up for Flag Football. The season runs from August through October. Practice is on Tuesday and Thursday. Most games are played on Saturday.

BASKETBALL

There are five basketball teams:

Grades K-2nd Grades 5th and 6th

Grades 3rd and 4th Grades 7th and 8th Grades 5th – 8th (GIRLS)

Practice is every Tuesday and Thursday after school and on Saturday's at Ada Park. The season runs from November through March.

VOLLEYBALL

This is for girls in grades 5th – 8th. Practice is every Tuesday and Thursday and the games are played on Saturday's. The season begins in October and ends in November.

TRACK

Students in grades 3rd – 8th may sign up for track.

Track practice begins in February, but the meets are in April and May. Practice will be on Tuesday and Thursday after school.

POM- POM SQUAD

This group is made up of girls in Kindergarten – 3rd grade. They cheer at football and basketball games. Practice is every other Thursday beginning in November.

CHEERLEADING

Girls in grades 3rd – 8th join the cheerleader team. They cheer at football and basketball games. Practice is on Monday, Wednesday and Friday.

MARTIAL ARTS

The Warrior Institute of Martial Arts conducts an after school program every Monday after school and at their dojo on 88th Ashland on Thursday after school. Applications are available in the office. This activity is available for students ages 3 – 13. The students also participate in Martial Arts tournaments throughout the year.

ACADEMIC POLICIES

BASIS FOR GRADING

Grades are based upon active participation in class, preparation for class, satisfactory completion of assignments and performance on test/quizzes.

REPORT CARDS

Report cards are issued four times a year. An Interim Progress Report is given midway through the quarter to each student to alert the parent about the subject area in which the child is not making adequate progress. Parents must meet with the teacher twice a year (first and third quarter) as mandated by the State to discuss their child's progress.

CONFERENCES

Teachers will schedule individual conferences or phone the whenever necessary to keep them informed of the child's progress.

GRADING SYSTEM

GRADING SCALE/POINT SYSTEM

Grading Scale	Point System
99 – 100 A+	A+ = 4.33
95 – 98 A	A = 4.00
93 – 94 A-	A- = 3.67
91 – 92 B+	B+ = 3.33
87 – 90 B	B = 3.00
85 – 86 B-	B- = 2.67
83 – 84 C+	C+ = 2.33
79 – 82 C	C = 2.00
77 – 78 C-	C- = 1.67
75 – 76 D+	D+ = 1.33
71 – 74 D	D = 1.00
69 – 70 D-	D- = 0.67
00 – 68 – F or U	F or U = 0.66

PRINCIPAL'S LIST (Grades 1-8)

The student is required to earn an **average of 3.68 – 4.33 based on a 4.33** grading system.

HONOR ROLL (Grades 1-8)

The student is required to earn an average of 3.00 – 3.67 based on a 4.33 point system.

A check in any area will disqualify a student for Principal's List or Honor Roll, Salutatorian or Valedictorian.

Preschool and Kindergarten follow an Early Childhood grading system.

GRADUATION REQUIREMENT

- All students must carry a minimum of 2.0 GPA before graduation.
- Must not be absent more than 10 days (unless with doctor's statement)
- Must pass both the Federal and State Constitution Tests at 80%
- Must meet all financial obligations
- Must officially be registered into a High School by May 1.

Eighth-grade student attendance shall continue up to the date scheduled for graduation. Eighth-grade graduation shall be celebrated no sooner than the week prior to the scheduled closing of school.

DISCIPLINE POLICY

ASSERTIVE DISCIPLINE: Assertive Discipline is the method used throughout our school. Assertive Discipline is an educational process that insures right order and teaches your child to take responsibility for his/her actions. It is a twofold process consisting of praise reinforcing good behavior, effort, and sanctions for inappropriate behavior. This system guarantees your child all the students that excellent education climate they deserve.

To insure the success of this program, your child maybe calling you at your place of employment for consistent inappropriate behavior.

To better prepare the junior high students for high school and beyond, where responsibility and self- motivation are expected, they are asked to sign and adhere to a contract (when necessary).

It is in your child's best interest that we work together. Each teacher will send a letter the first week of School informing you more about this positive discipline program. It is essential that we work as a tight unit composed of your child, teachers, parents and principal.

Discipline does not exist for its own sake. However, it is an integral part of the whole educational process. It is meant to insure self-respect for others and respect for legitimate authority. These qualities will be needed if a student is to succeed in the real world.

To the parents, teachers, and staff it is necessary that we work as a team. By our example we will teach much more effectively than by words. It would be helpful for us to understand that the sign of a Christian is not how well they agree, but how well they are able to disagree. Mutual respect for one another, even when we disagree, is absolutely necessary if we are to work effectively as a team for the good of our children.

To guide students towards a Christian, academic atmosphere within which learning may more aptly and correctly take place, it is necessary, of course, to have rules and regulations. However, it is the nature of such matters that it is impossible to capture and enunciate every manner in which a student may commit or cause to happen an action which is counterproductive to student growth and academic success.

Also, in as much as students, families, teachers and situations invariably differ, it is impossible to state what specific punitive action may be taken in the event of an infraction of a particular rule or regulation. Indeed, fairness to the student would seem to postulate, almost demand, a case by case examination prior to the taking of any punitive action, should such action be deemed necessary. While we will not attempt the impossible, there are none the less certain "general " rules and regulations to which we would like to address ourselves in an attempt to give parents and students some idea of the behavior we would expect from the students who attend our school.

Some examples of inappropriate behavior are:

- Failure to wear the complete uniform
- Failure to wear the gym uniform after

- Serious disruptive behavior
 - Failure to do/complete assigned work.
 - Destruction or defacement of school property
 - Disrespectful words/actions directed towards peers, adults, teachers and parents
(abusive language and obscene gestures)
 - Fighting
 - Stealing
 - Inappropriate sexual behavior
 - Belonging to gangs, use of signs indicating a relationship to gang activity.
 - Chewing gum within the school building (at any time).
 - Eating candy unless it's during lunch or teachers treat.
 - Bringing a cell phone, pager, CD player I-pod, MP3 player, hand-held game, or any other item not listed on the school supply list to school.
- **Inappropriate language or behavior on any social media including cell phones (sexting, texting, cyber bullying) may result in suspension, expulsion or police involvement.**

A parent must meet with the principal and pay the fine in order to retrieve whatever was taken. This money will go to our Technology Fund.

The plan of disciplinary action might be a monetary fine, conference, detention, suspension and expulsion (as an extreme).

The principal is the final recourse in all disciplinary situations, and may waive any disciplinary rule or procedure for just cause at her discretion.

The principal retain the right to amend the Policy Book for just cause and parents will be give prompt notification, since it is impossible to come up with the perfect document on discipline.

When the school finds it necessary to discipline a student, parents are asked to let the child take the consequences without interference. If a parent has some reservation or question concerning what happened or the punishment given, he/she is requested to take up the matter with the teacher or principal and not criticize or show disrespect toward the authority of the school, especially in the presence of the child.

Parents are asked to trust school personnel in their effort to do what is best for the individual child and the class as a whole. Teachers need the support of parents in their disciplinary

actions.

An infraction of a rule does not mean that a parent is a failure. It simply means that your job as a parent is not yet finished. When parents and teachers work together, improvement in a child's performance can be predicted.

Parent Certifications Form

Photo Release

On occasion, the school uses photos and/or academic work of students in local publications (e.g., website, yearbook, advertisements, bulletin articles, and other public relations material. By initialing and signing below, I give permission for the school to publish my child(ren)'s photo or academic work in any format including group or individual photos.

Acceptable Use

I/ we have read the school technology guidelines, and have discussed them with my child(ren). Inconsideration of the privilege of my child (ren) using the school's electronic communications system and in consideration of having access to the public networks, I / we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the **Acceptable Use Procedures (AUP)**.

I/ We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs.

I/We have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I / We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity. By signing below, I give my child(ren) permission to participate in the school's electronic communications system including the internet and certify that the information contained on this form is correct.

Release of Information

The school and its agents have permission to confer and exchange academic and clinical (psychiatric, behavioral, school performance, medical, substance abuse, psychological, social, recreational, vocational, sessions) records and communications including any evaluations and history, social history, educational plans, grades and reports, medical testing, speech and language development screening, psychological evaluation, behavioral incidences, and any written or verbal information disclosed in session with the last school that they attended, _____ . This information may be used for the purpose of instituting and reviewing an educational plan, coordinating school services, and ensuring the safety of the student and the school.

This agreement is valid from when it is signed until the date the student transfers or graduates from the school. This authorization may be revoked any time prior to that date upon written request to the principal. Information released prior to the revocation is not affected.

School Policies/Tuition

I/We understand that acceptance of registration and enrollment is conditional based on the family staying current with tuition payments and following the policies of the school and the Archdiocese of Chicago. Failure to do either of these things may result in disciplinary or other action by the school including exclusion from school and/or expulsion from the school. By signing below, I agree that I have received a copy of the school policies and procedures and agree to be bound by them and the statement above.

Catholic High School Recruitment (For parents of students entering the 6th, 7th, and 8th grades) Yes No

The Office of Catholic Schools and the Catholic high schools in the Archdiocese of Chicago are developing a student/parent contact database to better reach Catholic elementary school families as they consider high schools plans. You can be confident that your contact information will be used responsibly. Your contact information will not be shared by anyone outside the Archdiocesan Catholic high schools. Catholic high schools may use a variety of criteria (e.g., geographical proximity to the high school, available transportation options, etc.) when selecting families to contact. If you wish that a high school no longer contact you or your child, simply contact the high school via email or by phone. By circling “Yes” above, you authorize the elementary school to share the following information with the Office of Catholic Schools and the Catholic high schools in the Archdiocese of Chicago for the purposes mentioned above: name of elementary school your child is attending, student’s first and last name, student’s gender, student’s grade level, home address, home phone number, parent/guardian’s first and last name, parent/guardian’s email address and cell phone number.

BULLYING/HARASSMENT POLICIES AND PROCEDURES

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

Bullying acts may be

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- **Verbal** which includes, but not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communication;

- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which **includes**, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

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

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

TUITION POLICY

As we approach the beginning of another school year we are pleased to announce the Governing Board's approved financial information for the 2016-2017 Academic School Year.

We are continuing a mandatory fund raiser this year to help with the budget. Parents who wish may have this amount added to their tuition (mandatory raffle payment paid monthly along with tuition) or simply sell the raffle books and turn the money in before the drawing.

Tuition assistance is being handled by Smart Tuition. Forms are available and must be completed by June 1st for full consideration. Please note these forms can be done on line – documents will need to be mailed to Smart Tuition in the envelope provided. Any questions you may call the business manager for clarification and help.

There is a \$250 registration fee required of all families. Once again, Smart Tuition will be our tuition vendor. ALL PARENTS must register with Smart. Forms for returning parents with the

current information will be sent home for the families to update. New families need to fill out the form and return it with all other registration materials.

We are offering 2 payment options: 10 payments (08/01/2016 to 05/01/2017) or (08/15/2016 to 05/15/2017). We must have all tuition paid before school ends. Please be aware that Smart Tuition will charge you a late fee if you are not on time – there is no “grace period”. The 15th means they must have it by the 15th. There are several ways for you to pay Smart Tuition, please read the information they will be sending you. We encourage you to pay your tuition to SMART directly.

Financial Aid and scholarships will be posted as soon as we know. Those who meet the deadline of June 1st for Financial Aid will have their payments adjusted prior to August 1. If the scholarship or financial aid is revoked for any reason, the amount revoked is the responsibility of the parent or guardian. Parents must pay the amount billed in order to avoid late fees. Any problems, please contact the school. Please note: prior year tuition and fees must be paid before the new school year.

# of Students K – 8	Tuition Rate 2016-2017	10 Month Plan (Must begin 08/01)	10 Month Plan (Must begin 08/15)
1	\$4,450.00	\$445.00	\$445.00
2	\$7,500.00	\$750.00	\$750.00
3	\$10,480.00	\$1,480.00	\$1,480.00
4	\$13,620.00	\$1,362.00	\$1,362.00
Pre K Tuition	\$4,600.00	\$460.00	\$460.00
Mandatory Raffle Optional Payment Plan	300.00**	\$30.00 Extra	\$30.00 Extra

***Raffle is changed to two separate Raffles @ \$150 each; 1st Raffle money due by Dec. 1 and 2nd Raffle money due by May 1. This can be paid at \$30.00 in addition to tuition on the 1st of each month beginning August 1st.*

Catholic education is an investment in your child’s future, and in that of our country. A thorough grounding in the Gospels provides the cornerstone for a faith-based life where loving God and loving one’s neighborhood spur people onward in their search for heaven on earth.

Every family must complete and sign the Tuition Contract Form at the time of registration. This form is available in the School Office.

We appreciate the sacrifices our families make to invest in their child’s education and faith formation. The above tuition charges do not cover the full cost of education, which is \$6,000 per student. The operation of the school is tuition-based and, therefore, families must honor all financial obligations for the school to operate efficiently.

St. Ethelreda School Supply List: Preschool through 8th

PRESCHOOL

Complete change of clothing
LABEL ALL ITEMS
Pants/underwear
Socks
Shirt/blouse
4 boxes of Kleenex
4 rolls of paper towels
2 hand sanitizers
2 Lysol spray
2 pks of Lysol wipes
Small Blanket & Pillow

KINDERGARTEN

Book bag
3 boxes of Kleenex
4 rolls of paper towels
1 small pillow- No pillow pets
1 folder
Crayons (8 Jumbo)
6 beginner's pencils
6 Glue sticks
Blunt Scissors
3 packs of 3x5 unlined white Index cards
Index card holder
2 bottles hand sanitizers
1 Lysol spray
4 big containers of disinfecting wipes
2 bottles of liquid hand soap
(*Children will not be allowed to take school supplies home*)

GRADE 1

Book bag
Twistable crayons (box 24)
Blunt scissors
Elmer's school glue
2 glue sticks
6 – Pocket folders
Pencil box
10 - #2 pencils
(*Make sure scissors, crayons pencils all fit in box*)
1 plastic placemat
4 boxes of tissue
4 rolls of paper towels
2 stretch book covers (*jumbo size*)
4 hand sanitizers
2 Lysol spray and wipes
4 spiral notebook
4 Liquid hand soap
Addition flash cards
Subtraction flash cards

For Everyday Math

4 Dry erase markers expo
(black and Blue)
Zip lock bag (1 small, 1 big)

PHYSICAL EDUCATION

Preschool – 8th Grade

St. Ethelreda Tee Shirt and shorts on warm days
St. Ethelreda Sweat Suit on cold days. White socks
**Solid black or white gym shoes.

GRADE 2

Book bag
Crayons (24 or less)
6 pencils
4 – Two pocket folders
Elmer's school glue
Blunt scissors
1 plastic placemat
4 boxes of tissue
4 rolls of paper towels
4 stretch book covers
2 bottles hand sanitizers
2 Lysol spray
2 Lysol wipes
3 spiral notebooks
4 glue sticks

GRADE 3

Book bag
Webster pocket dictionary
7 pocket plastic folder
2 – 2pocket folders
Crayons (24 or less)
20 #2 pencils (put name on them)
Loose leaf paper – 2 packs – wide rule
Black or blue erasable pens
Ruler (English/Metric)
Colored pencils
Blunt scissors
4 rolls of paper towels
4 boxes of Kleenex
4 glue sticks
8 wide tip markers
1 pencil pouch
7 Notebooks - 70 – 100 ct.
5 stretch book covers
2 hand sanitizers
2 pks of Lysol wipes

GRADE 4

Book bag
10 pencils with erasers
4 red pens
4 each blue and black erasable pens
1 pencil pouch
8 – Two pocket folders
1 ruler (English/Metric)
3 erasers
Loose leaf paper- 500 sheet
Blunt scissors
1 covered pencil sharpener
1 box 24 crayons
1 Elmer's school glue
4 boxes of tissue
4 rolls of paper towels
1 plastic placemat
2 spiral notebook/1 math only
1 two pocket folder
5 stretch book covers
Graph paper
Webster pocket dictionary

GRADE 5

Book bag
Blunt scissors
4 spiral notebook
2pk loose leaf paper
Ruler (English/Metric)
Pencils – 10 pkt
Blue or black erasable pens
Pencil pouch
Red pen
7 – Two pocket folders
Erasers
Crayons/markers
Elmer's school glue
4 rolls of paper towels
4 boxes of tissue
5 stretch book covers
2 pk of Lysol wipes 100 ct.
Graph paper
Webster pocket dictionary
Flash Drive

GRADES 6, 7, 8

Book bag
Loose leaf paper
Thesaurus
Pocket dictionary
7 folders with pockets & fasteners
7 spiral notebooks
6 pencils
Blue or black pens
Red pens
Portable Pencil Sharpener
Pencil pouch
Ruler (English/Metric)
Crayons
Colored pencils
Protractor
Scissors
Covered pencil sharpener
4 boxes of Kleenex
4 rolls of paper towels
2 pkts of Lysol wipes 100 ct.
2 hand sanitizers
1 plastic placemat
Apron for painting
7 stretch book covers- Jumbo/extra large size, not one-size fits-all
Journal – 100 sheets hard cover
Graph paper
Flash Drive

MUSIC: GRADE 1 – 8

1 spiral notebook
1 – Two pocket folder

LIBRARY: GRADES 1 – 8

Loose leaf paper
2 sharpened pencils
1 – Two pocket folder

ALL SCHOOL HARD-COVERED BOOKS MUST BE COVERED WITH STRETCH BOOKS COVERS.

*Gym Attire sold at Martinelli's, 3517 W. 95th St.
Evergreen Park, IL 60805 Ph. (708) 425-6287, Fax (708) 425-6286.*

Feel free to stop by the office for a brochure.

CHILDREN SHOULD HAVE ALL SUPPLIES BY THE FIRST MONDAY IN SEPTEMBER.

WELLNESS POLICY

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

Procedures

- a) Schools of the Archdiocese shall comply with applicable federal, state, and local laws that are in place to ensure the wellness of students.
- b) Schools of the Archdiocese shall comply with goals established by the Office of Catholic Schools to ensure nutrition education, physical activity, and other school-based activities that promote student wellness.
- c) Nutrition guidelines shall be followed in the school's food service program.
- d) Each school shall consult with its constituents in developing, reviewing and revising local school wellness policies and procedures.
- e) The local school administrator or designee shall document implementation of the wellness policy by completing the measurement instrument provided by the Office of Catholic Schools for this purpose.

TAKE TIME

Take Time to THINK...

It is the source of power

Take Time to PLAY...

It is the secret of perpetual youth.

Take time to READ...

It is the fountain of wisdom.

Take Time to PRAY...

It is the greatest power on earth

Take Time to LOVE and BE LOVED...

It is a God-given privilege.

Take Time to BE FRIENDLY...

It is the road to happiness.

Take time to LAUGH...

It is the music of the soul.

Take time to GIVE...

It is too short a day to be selfish.

Take Time to Work...

It is the price of success.

Take Time to DO CHARITY...

It is the key to heaven

AMENDING HANDBOOKS

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

The Principal retains the right to amend the handbook. Parents will be given prompt notification if changes are made.