



# **St. Paul of the Cross School**

## **Family Handbook 2024-2025**

**Updated Summer 2024**

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## **Mission Statement**

St. Paul of the Cross School is a vibrant Catholic community that instills a strong faith foundation in students from preschool through eighth grade. Our rigorous curriculum is inclusive, collaborative and differentiated. St. Paul of the Cross School engages students and families in a comprehensive approach to the social, emotional, physical, and spiritual growth through a variety of co-curricular service, learning, and athletic programs. Our graduates are faith-filled leaders equipped with 21st century skills and prepared to succeed in an evolving global society as committed Christians and loyal citizens.

## **Philosophy**

At St. Paul of the Cross School, we believe that education stimulates the natural inquisitiveness of children and focuses their desire to learn. We believe that each student is a unique individual who must be encouraged to act positively as part of the Christian community and society in general. We believe that through an enriched prayer life, an awareness of the needs of others, and study of our faith, the student will grow in his/her Catholic life. Our ultimate goal is to involve the students in the mission of Jesus, love of God, and love of their neighbor, and to promote in each of our students a healthy self-concept and respect for society at large. To reach this goal, we set the following objectives:

- To assist parents, who are the primary educators of their child's growth.
- To develop spirituality through daily prayer, the study of the Lord's work in Scripture, and liturgical celebration.
- To assist and guide parents in the preparation of their children for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation.
- To recognize all aspects of student growth: spiritual, moral, emotional, physical, and intellectual.
- To design a curriculum which meets the diverse needs of children with provisions for different styles and modes of learning.
- To create an atmosphere where learning is fostered by creative methods encouraging the child to be a self-initiated learner.

## **School History**

In 1911 St. Paul of the Cross Parish was commissioned by Archbishop Quigley to service what was, at that time, a small Catholic population in Park Ridge. The original church, built on the corner of Northwest Highway and Washington Street, was a white wooden building with seating for 350 people. Among the parishioners at St. Paul of the Cross Church at that time was Mother Francis Cabrini. The current church building, with seating for 1,100, was dedicated in 1953.

As the Catholic population of Park Ridge grew, St. Paul of the Cross School was started in 1925 by the Sisters of Mercy and would later be staffed by the Dominican Sisters. The mission of the school was to nurture the adults of tomorrow. At its largest, the student population at St. Paul of the Cross School was 1200 children in 1956, with up to 60 children in a classroom. This large student population led Monsignor Duffin, in 1960, to initiate a funding drive for a Junior High building. This building was opened in 1961 and was renovated and expanded in 2001 to increase classroom space and add much needed meeting space for the parish and school. The original building was also completely renovated at the same time.

"SPC is the place to be," is a motto you'll hear children, parents, and faculty consistently declare at St. Paul of the Cross School, a vibrant community where joyful learning and spiritual and personal growth have transpired since 1925. SPC attracts families from Park Ridge and the surrounding area who desire academic excellence and faith-filled education for their children.

On Thursday, September 24, 2020, Saint Paul of the Cross School was named by the U.S. Department of Education as a National Blue Ribbon School for the second time in the school's history. Saint Paul of the Cross School was 1 of 7 non-public elementary schools in Illinois (all 7 are part of the Chicago Archdiocese) to receive this honor. This award was given to Saint Paul of the Cross School for being an exemplary high performing school. This is the second time Saint Paul of the Cross School has been named a National Blue Ribbon School of Excellence. The first National Blue Ribbon of Excellence Award was in 2011.

For almost a century SPC has strived to provide an inclusive, collaborative, and differentiated curriculum, instilling a strong faith foundation for over 700 students in preschool through eighth grade. The dedication of SPC's highly educated and trained faculty members make this possible.

## **Non-Discrimination Statement**

St. Paul of the Cross School does not discriminate on the basis of race, color, sex, or national or ethnic origin in the admission policies, hiring practices, administration of educational policies, loan programs, athletics, or other school administered programs.

## **Administration and Staff**

### **Pastor**

The pastor is the primary spiritual leader of the parish and, as such, has the responsibility of fostering, guiding, and coordinating the education ministry in the parish. The pastor will be an ex-officio member of the School Board. All Board decisions and policies shall be subject to his approval.

## **Principal**

The principal is the executive officer of the School Board. The principal is responsible for implementing Archdiocesan policies and policies and ensuring the fulfillment of the educational program. .

### ***School Administrative Team***

Assistant Principal

Director of Early Childhood

Director of Student Services and Wellness

Director of Technology

Director of Admissions

Director of Advancement

UGC and EGC Administrative Assistants

School Nurse

School Business Manager

## **School Personnel**

All newly assigned teachers are required to meet the professional standards set down by the Archdiocesan School Board. These include a Bachelor's Degree with a minor in Elementary Education and state certification.

## **Administrative Assistants**

An Administrative Assistant is located in both the Elementary and Upper Grade Centers. The staff at both offices is available from 7:30 a.m. until 3:30 p.m., Monday through Friday.

## **School Advisory Board**

St. Paul of the Cross School Advisory Board shall assist the administration in the development of policies to govern the operation of the school. All such policies must be in accordance with those established by the Archdiocesan School Board and subject to the pastor's approval. The pastor, in collaboration with the Board, shall screen, interview, and hire the principal. It shall be the responsibility of the Board to review and advise on the annual budget prepared by the principal. Final approval of this budget is the responsibility of the Pastor. The Board shall also be responsible for working with the pastor and the principal to set tuition rates and develop and support fund-raising necessary for operating the school.



## **Admission Policy**

### **General Information**

St. Paul of the Cross School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. St. Paul of the Cross School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of this school.

### **Age Requirements**

The September 1 cut-off date will be observed.

A child entering preschool must be three by September 1. All students entering early childhood must be fully potty trained prior to starting school.

A child entering prekindergarten must be four by September 1.

A child entering kindergarten must be five by September 1.

A child entering first grade must be six by September 1.

### **Availability**

Students will be admitted to St. Paul of the Cross School provided space is available and the school can meet the child's educational needs.

### **Priority of Admission**

1. Currently enrolled students of families whose fee and tuition payments are up-to-date.
2. Siblings of currently enrolled students of families whose fee and tuition payments are up-to-date.
3. Children of parishioners, not currently enrolled.
4. Students transferring from other Catholic schools and/or students whose current parish has no school.
5. Children from non-parishioner families.

### **Inclusion Program**

St Paul of the Cross is fully committed to providing an inclusive education to families who desire a Catholic education. All families must disclose any Individual Education Plan (IEP), 504, Service Plan or academic/behavior concerns during the admission process. The admission director will then coordinate a meeting with the inclusion team to determine whether the child's unique learning needs can be met. It is important that the success of the child be at the forefront of all admission decisions, this requires open and honest transparency. Failure to disclose the information at the time of application may lead to the child being asked to withdraw.

Certified records requests for transfer students to St Paul of the Cross are requested within 14 days of enrollment. Unofficial school records are requested at the time of application to St. Paul of the Cross school through the online admissions portal.

## **Financial Obligation**

Updated information about Tuition and Fees can be found on our [website](#). IF A STUDENT LOSES OR DAMAGES A TEXTBOOK or CHROME BOOK, HE/SHE MUST PAY FOR THE REPLACEMENT.

## **Tuition & Fees**

The amount of tuition shall be based on the projected budget for the year and the total enrollment. Tuition may be paid in ten equal monthly payments. The first payment is due on August 1st and the last payment on May 15th. In compliance with Archdiocesan Policy 1400 and to assure best practices, parents/guardians will be required to sign a tuition and fee agreement annually. If financial assistance is needed, an application must be completed annually. You will be notified of your approved financial assistance amount. An email will be sent to notify families delinquent in payment. Parents may meet with the principal to discuss a payment plan. If a tuition account becomes delinquent the school may take the following action: hold final diplomas, report cards and hold registration.

Tuition is collected by FACTS tuition. Outsourcing our tuition collection provides families several benefits: flexible payment options, options for tuition payment (automatic deduction from checking and statement savings accounts, credit card or e-payment) and 24 hour account access and web support.

Those families that participate in T.R.I.P. (Tuition Reduction Incentive Program) are asked to use their tuition credit as soon as possible. Yearly statements will be issued when the tuition is paid in full or after the last payment is made in May.

## **Supplies**

A list of required supplies is given to the parents at the end of May. Prepackaged supplies are available for the next school year through the Home & School Association. Parents should check weekly that students have the necessary supplies. All supplies should be labeled prior to the first day of school. Paper products (tissues and towels) may need to be replenished during the school year.

## Communication

### Bulletins and Letters

Communication between home and school is essential to the effectiveness of the school program; most communications between school and home will be delivered electronically. An announcement will be sent home weekly via our School Messenger notification system and all items included in the weekly mailing will be accessible through the “Thursday Mailing” link on our website. A calendar of school events is issued monthly so that parents will be adequately informed as to current happenings in the school. In addition, newsletters and teacher letters are sent electronically to keep parents more fully informed regarding school events, policies, and functions. ALL LETTERS OR NOTICES GOING HOME THROUGH THE SCHOOL REQUIRE PRIOR AUTHORIZATION. THE LETTERS OR NOTICES SHOULD BE SUBMITTED IN A WORD OR PDF FILE FORMAT NO LATER THAN 8:00AM TUESDAY OF THE WEEK THE INFORMATION IS BEING SENT HOME. SEND YOUR INFORMATION TO [thursdaymailing@spc-school.net](mailto:thursdaymailing@spc-school.net).

Please note that all planned activities can change. School administration will do their best to advise parents of changes.

### Email

St. Paul of the Cross School has implemented a school-wide use of email to improve the communication between parents, faculty, and staff. Each faculty member will have the option of using email to communicate with parents. Email addresses will continue to be posted on the school’s website.

#### **Email guidelines for Parents & Faculty:**

Email usage is at the discretion of each individual faculty member. Many teachers prefer to use the phone to speak directly to parents. ***Faculty and staff agree to return parental email messages within 24-48 hours during the school week. Faculty members are not expected to return emails after school hours or on weekends.*** Faculty members may opt to return messages via email, phone, or in writing.

Please send only non-vital messages by email. For example, **do not use email to inform a teacher that your child(ren) will not be attending school that day.** A teacher may not have time to read your message in a timely fashion. Instead, use the attendance line to be sure your message is received and clearly understood. 847-825-6366 press 1 to report an absence.

Your child’s academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with a teacher. An email message on these matters is also appropriate. Using email to schedule a conference or meeting is appropriate.

Please remember that email is not confidential. Confidential information (such as medical or health concerns) should be conveyed by phone or personal contact.

Please identify yourself in the subject line of your email message and, if appropriate, the name of the child and phone number where the parent can be reached.

Jokes, amusing or special stories, chain letters, or commercial solicitations and in general non-school related emails are inappropriate and reduce valuable teaching time.

Email access to faculty and staff will not be available during weekends, holidays or vacation.

### **Guidelines for Communicating Electronically with Minors**

The Archdiocese of Chicago formulated the following Guidelines for Communicating Electronically with Minors.

#### **Basics:**

Electronic communication includes (but is not limited to) use of cellular phones, webcams, email, text messaging, instant messaging, and electronic publication of content on websites, message boards, blogs, and social networking sites.

All decisions related to the means used to communicate electronically with minors should be made by a pastor or principal, rather than by individual employees or volunteers.

Before communicating with minors electronically, teachers will obtain written permission from parents to do so. Please indicate, in writing, which forms of communication they prefer to be used to contact their children. **Teachers, catechists, coaches, youth ministers, and others should not collect student personal email addresses and phone numbers from students; this information must be provided, in writing, by parents.** School will contact students through their email account set up by school and used for school related topics. In the event minors are contacted directly by employees or volunteers, parents must be copied on the content of all messages (although duplicate messages need not be sent using the same means of communication used to contact the minor).

The content of electronic communication should be brief and on topic. When communicating with a minor, teachers will write or speak as if they are also communicating with parents; the boundaries that must be respected in oral communication extend to electronic communication. All communication must conform to Archdiocesan Safe Environment Training and the Code of Conduct ([http://www.archdiocesechgo.org/keeping\\_children\\_safe/code\\_of\\_conduct.shtm](http://www.archdiocesechgo.org/keeping_children_safe/code_of_conduct.shtm)). Communication that violates the Code of Conduct will not be tolerated, regardless of the medium used to convey it.

#### **Cellular Phones/Text Messaging:**

- Whenever possible, teachers will use school or office lines to conduct ministry/school-related conversations with families.
- School will not call minors directly (e.g., on a minor's cellular phone) during school hours.
- Staff will not communicate with minors via text messages or through social media sites.

**Email:**

- Staff will contact minors using their school email address. Only official Archdiocesan or parish accounts should be used for communication with personal email.
- If possible, staff will copy parents on emails sent to minors.
- School will not add minors to personal electronic mailing list (e.g. When sending or forwarding an email unrelated to educational or ministry-based activities, staff will not add minors to the list of recipients.)
- If an inappropriate email is sent through the school email address, notify our Technology Director promptly.

**Social Networking Sites:**

- Employees or volunteers should not use personal social networking site accounts to contact minors. Instead, a parish or school can create a group or organization page used strictly for education or ministry-related communication. These accounts must be registered to the school or parish, instead of to individuals within an organization. All group pages or ministry/education-related accounts should be titled to reflect their official nature. Passwords to such accounts should be accessible to at least two employees.
- No personal contact information should be listed in the profile fields. Only official email addresses, office phone numbers, and job titles should be listed.
- Account settings should be set to maximize privacy.
- While schools and parishes are free to publicize their presence on social networking sites, minors should not be sought out as “friends” (i.e. individually invited via site communication tools to associate with the group or page).
- School will not post pictures of minors with full names or “tag” pictures of minors (i.e. label photos to increase their accessibility or visibility on a site).
- Comment will be limited to education or ministry-related threads.
- School will not use instant messaging programs (e.g. Facebook chat).
- Official walls and pages will be frequently monitored for inappropriate posts. Inappropriate posts will be promptly removed/deleted. A specific individual will be responsible for monitoring sites and removing inappropriate content.
- If third parties create unofficial groups or fan pages about our school, staff will periodically review them for inappropriate content (e.g. unauthorized use of logos, bullying, harassing or defamatory language, etc.). You may report these pages/groups/users to the hosting site and ask that they be removed.

- All content posted by employees and volunteers must reflect Catholic teachings and values.

### **Weekly Communication**

Weekly information will be sent home on Thursdays, unless otherwise stated. The information in the Thursday Mailing is posted on the school website under the heading “Thursday Mailings.” Parents are asked to review all information in a timely manner. All Classroom Teachers also send home communication regarding classroom news through weekly newsletters, SeeSaw (Preschool-2) and Schoology (3-8). Parents are expected to read all communication sent from the school to keep informed.

### **Parent – Teacher Conferences**

Mandatory conferences are held each school year in October and after the second trimester. This gives parents and teachers an opportunity to discuss the student’s rate of progress in school and other matters of concern. Additional conferences may be arranged at the request of parents, teachers, or students, should the need arise. There are no impromptu conferences. If parent – teacher concerns arise, please make an appointment by sending a note, email, or by placing a telephone call to that particular teacher. Do not come to the classroom unless there is a scheduled appointment time. There are no conferences before or after school without an appointment.

### **Phone Calls**

Each classroom is equipped with a phone, and personnel will have the option of using the phone to communicate with parents. Classroom telephone numbers will be available on the school’s main phone directory. Messages may be left for teachers or the offices at any time.

Guidelines for Parents & Faculty:

All St. Paul of the Cross faculty and staff telephone extensions will be listed in the main school directory. Following the phone prompts will establish a connection.

The separate attendance line should be used to report a student’s absence. In order to control the spread of illness, please explain your child’s symptoms when reporting an absence.

Parents need to send and leave only non-vital messages at teachers’ extensions. Teachers will not have the time, during the instructional day, to respond to a phone message.

Your child’s academic progress, learning expectations, or behavior issues are best addressed by scheduling a personal conference with a teacher.

When leaving a message, please identify yourself, the name of the child, and a phone number where you can be reached.

Faculty and staff agree to access their voice messages and to return calls to parents within 24 hours in a school week.

Parents, please note that voice mail access to faculty and staff will not be available during weekends, holidays, or vacation.

# Early Childhood Specific Policies

## **Toilet Usage: All students must be fully potty trained**

Fully potty trained is when a child can independently use the bathroom facility when necessary. The child needs to independently dress and clean themselves. The child also needs to be able to communicate s/he needs to use the toilet as appropriate. No diapers or pull-ups allowed. If a child has an accident, all teachers-staff are not permitted to clean the child. Parents will be called if assistance is needed. If accidents become disruptive, parents will be notified and the student's continued enrollment will be discussed. Students may be required to not attend school for a period of time until potty training is complete.

## **Biting**

If biting is frequently occurring, a conference will be held to discuss further action. Parents are expected to support the school in our efforts to keep all students safe in the classroom. If a child has bitten another person and broken the skin, that child will be sent home.

## **Pacifiers**

No pacifiers can be used at any point during the school day. They are not age appropriate and present a safety hazard.

# General School Policies

## ***General Expectations***

It is expected that each family becomes actively involved in St. Paul of the Cross School and Church in order to reinforce the values and attitudes for living a truly Christian life. The families and their children also agree to act, at all times, in accordance with these values and attitudes. Failure of a family to cooperate with St. Paul of the Cross School may lead to the removal or non-registration of the family member(s) attending the school.

## ***Adult Expectations***

The education of each child is the joint responsibility of the home and the school. Being the best example for your children reinforces the values and attitudes for living a truly Christian life. In partnership, the families, their children and the faculty and staff of St. Paul of the Cross agree to act, at all times, in accordance with these values and attitudes.

All parents of a child enrolled at St. Paul of the Cross should understand that teachers are professionals and should be given due respect for their training and commitment to the education of your children. Appropriate language should always be used in parent/teacher interactions, verbal abuse is never acceptable; agree to disagree respectfully.

## **When there is a concern please follow this procedure:**

1. Bring your concerns directly to the teacher/s involved with a scheduled conference. Speak to, not about the teacher and please understand that unscheduled visits to classrooms will not be accommodated

2. Inform administration (Principal and/or Assistant Principal, Director of Early Childhood, Director of Student Services and Wellness), scheduling a conference if necessary
3. If needed, schedule a conference with the Pastor

**Direct communication with the teacher and administration is the best option for problem solving.**

Likewise, the faculty of St. Paul of the Cross School understands that parents are the primary educators of their children and will:

- Use appropriate language in all parent and student interaction, understanding that verbal abuse of another person is never acceptable; agree to disagree respectfully;
- Respond to parent letters, phone calls, and email communication in a timely manner; invite parental participation and maintain open communication;
- Properly prepare for each class in order to attain curricular objectives; and work with each child to foster a spirit of achievement;
- Provide a safe and caring environment;
- Structure discipline and classroom environment with a Christian, Catholic attitude.

***Parent/Guardian Conduct***

As partners in the education of children, the 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. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

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

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parents/guardians. In some cases, one of the following actions may permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.



When, in the judgment of the principal and 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.

Any instance of unacceptable conduct (as noted above) should be reported to the school administrator immediately.

### ***Forgotten Articles and Messages***

Forgotten articles such as Chromebooks, homework, gym clothes, or projects, will become the responsibility of the students. **Students will not be allowed to call home for these items. St. Paul of the Cross School asks that parents/guardians do not deliver them to the school after drop-off in the morning.** Fast food lunches may only be brought once a year on the child's birthday and only for that child. Delivery of flowers or other gifts for students is extremely disruptive during the school day. If they are delivered, students may pick them up in the office after dismissal.

Parents/guardians are also asked not to call the school office with messages except in extreme emergencies. Information regarding who will pick up the student, where to go after school, etc. should be arranged before the child comes to school. The school assumes no responsibility for passing messages to the student during the school day.

### ***Lost and Found***

Students should check the Lost and Found as soon as an item is noticed missing. All belongings brought to school should be clearly marked with the student's name. Unclaimed articles will be donated to charity after a sufficient time. Lost and Found bins are located in each of the school offices.. Items accumulated at the end of each trimester are donated.

### ***Room Parents***

The Home and School Association organizes the room parents to assist the teachers in class activities such as field trips, parties, hot lunch programs, telephone relays, etc. Room parents are required to fill out Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and will be asked to complete an online Criminal Background Check, to fill out DCFS and Code of Conduct forms, and to attend Virtus training. Only parents who are in full compliance will be considered for the role of room parent.

## ***Child Custody***

St. Paul of the Cross School abides by the provisions of the Family Educational Rights and Primary Act with regard to parents' rights of access to their child's school records. The school

also abides by the provisions of the Illinois law regarding the right of access of a non-custodial parent to his or her child's records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary on file in the school office. It is the responsibility of the custodial parent to provide the principal with the official copy of the court order.

Unless informed in writing with adequate evidence that a parent is not permitted to have unqualified access to the child(ren), the school may release a child to a non-custodial parent.

### ***Guardianship of a Student***

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child. If the person is unable to present such proof, the school may not enroll the child in the school.

### ***Custody/Guardianship Issues***

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child. A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender. If the parent is a registered sex offender, he/she will still have some rights to be on school grounds, although the extent to which the parent may be on school grounds will be governed by the terms of a community supervision order. Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

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

If the non-custodial parent asks the school to release the child and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting release of the child.

### ***Parent-Teacher Conferences/Communication with the School***

In the absence of a court order, a school will provide the non-custodial parent the opportunity for a parent-teacher conference. The conference will be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child will also be provided to the non-custodial parent in a timely fashion. It is the responsibility of the non-custodial parent to contact the school regarding preferred contact means.

### ***Non-Custodial Parent***

SPC abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. IN THE ABSENCE OF A COURT ORDER TO THE CONTRARY, the school will provide the non-custodial parent 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. If the non-custodial parent would like to receive pertinent information that is already given to the custodial parent via the child at school, then an email address must be provided.

### **Federal Asbestos Program**

In accordance with the U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act & Rules and Regulations, inspections and management plans have been made for St. Paul of the Cross School concerning materials containing asbestos. A copy of these documents may be examined in the main school office during school hours.

### **Reporting Child Abuse**

By law, the State of Illinois requires school personnel to inform the Dept. of Children and Family Services of any allegation/suspicion of child abuse.

### ***Use of St. Paul of the Cross School Name and Logo***

Use of St. Paul of the Cross School Name, school logo, seal, or mascot may not be used without expressed written consent from the Principal of St Paul of the Cross. Except for downloading one copy of the school logo, seal, or mascot on any single computer for your personal, non-commercial home use, you may not reproduce, prepare derivative works based upon, distribute, or display the St Paul of the Cross Name/Identity without first obtaining the written permission from the Principal.

### **Personal Communication Devices (Mobile phones, smart watches, etc)**

Students may use the school phone for emergencies only. They will not be permitted to call home for forgotten books, homework, PE clothes, lunches, field trip forms, etc. Students are prohibited from using cellular/wireless phones, smart watches and other personal digital/wireless devices on school grounds unless they receive permission from the homeroom teacher or the Principal. Permission may be granted if a student plans to call his/her parent/guardian. If students are granted permission, they may ONLY use the phone in the school office or another appropriate location directed by the faculty/staff. Students are not to use mobile phones anywhere else on school property. Students are not allowed to call/text

friends and acquaintances on school property. Students are discouraged from bringing personal communication devices to school. However, if the parents feel it is necessary for their child to possess a mobile phone/personal communication device, it is to be turned off during the school day and left in the student's locker or personal cubbie/bookbag. PARENTS SHOULD NOT EXPECT TO COMMUNICATE WITH THEIR CHILD DURING THE SCHOOL DAY VIA CELL PHONE OR TEXT MESSAGE. IF a child receives a disciplinary consequence for using such a device without permission, the Administration will uphold said consequence in all situations. Parents, please do not put your child in the position to disobey the teacher/school staff. Please take care of business before the school day, or communicate a message that can be received after school. Any URGENT messages should be phoned into the main office. If a student consistently leaves his/her personal communication device turned on so that it disrupts the learning environment, the device may be confiscated by a faculty member whereby it is to be claimed by a parent. The school is not responsible for lost, stolen or damaged mobile phones/personal communication devices..

## **Volunteers**

A private school cannot operate without volunteers. Hopefully, each parent will be able to offer some time for volunteer work. Room parents, recess supervisors and coaches are some of the possible areas where assistance is needed. It is necessary for adults who volunteer with children to complete the Archdiocese of Chicago Form #7703 – Application of Employment/Volunteer Service and they will be asked to complete an online Criminal Background Check, to fill out DCFS and Code of Conduct forms, and to complete Virtus training.

All volunteers need to sign in at the appropriate office where they will be working, either the EGC or UGC. Likewise, volunteers need to sign out at the office(s) at the end of their service. Volunteers are required to wear a visitor pass while inside the school building(s). While at St. Paul of the Cross School, volunteers are expected to adhere to school policies.

### **What constitutes a “regular” volunteer?**

- Anyone who volunteers and is in close contact with students or personnel for more than 15 minutes on a regular basis.
- This applies to: coaches, room parents, lunch/recess helpers, parents who want to help in the classroom with parties or with school events such as Round Ball, Fun Fair.

### **What is the compliance process?**

- All volunteers must be in full compliance or they will not be scheduled to volunteer. This includes coaches.

## **Guidelines For Volunteer Chaperones**

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for giving of your time and support to these important activities and learning experiences for our students.

To assure that school-sponsored field trips are safe and rewarding experiences for all participants, these guidelines have been prepared to provide information about volunteering as a field trip chaperone.

### ***Becoming a Volunteer Field trip Chaperone***

Chaperones must be at least 21 years of age and must complete the Archdiocese of Chicago Office of Catholic School Requirements for School Volunteers before the first event/activity is scheduled. Chaperones must be approved by the principal/administrator of the school for each school field trip. Beginning in August 2024 attendance at one of the field trip training sessions is a requirement for the approved field trip chaperone list.

### ***Archdiocese of Chicago Office of Catholic Schools Requirements for School Volunteers Over 18 Years of Age***

1. Complete the Archdiocese of Chicago application for Employment or Volunteer Service.
2. Complete an online Criminal Background Check (eApps). All volunteers who work with children must complete an online background check. No one may volunteer unless the criminal background check has been completed and approved. Volunteers are required to complete the eAppsDB form online.
3. Complete Virtus/Protecting God's Children for Adults™ online. All volunteers over 18 must pre-register online to attend this one time, 3 hours training before the first chaperone event or activity is scheduled.
4. Code of Conduct: All volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement form.
5. Child Abuse and Neglect Tracking System (CANTS): All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS) paper form annually.

### ***Guidelines for Volunteer Chaperones***

Prior to the field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.
2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus

on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. “If you can’t see the student, you are not supervising!”

3. Students must stay with you at all times. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. Count, count, count throughout the day!
4. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher’s permission.
6. Eating and drinking are not permitted outside of designated areas and predetermined times.
7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.
8. In order to comply with school policy, chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol. Use tobacco or tobacco products in the presence of, or within the sight of, students Possess any weapon or firearm, or administer any medication, prescription or nonprescription, to students.

Questions regarding these guidelines should be directed to the principal or the teacher.

## Student Records

A file of attendance, achievement test scores, health records, and report cards is kept in the school office. Parents/guardians are welcome to review this information. Requests to examine a file should be made to the principal.

The Office of Catholic Education has established guidelines for school records of students.

**Right to inspect:** In accordance with local school procedures, parents/guardians have the right to look at the child’s records maintained in the child’s permanent record. A prior appointment must be made with the principal.

**Right to prevent disclosures:** The school will not disclose anything to third parties from the child’s records unless:

- the parent/guardian consents in writing prior to the disclosure;
- the information is directory information which the parent/guardian has not requested be kept confidential;
- request for information is from a school to which the child is transferring and the school has received a written request for release;
- the request for the information meets one of the limited circumstances described in the Guidelines for School Records.

**Right to request correction:** The parent/guardian has the right to present evidence that the school should amend any part of the child's record which the parent/guardian believes to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, the parent/guardian may insert an explanation in the record.

### **Transfer Student Requests:**

St Paul of the Cross will send unofficial records of students transferring to another school within 10 days of the received request.

## **Student Placement**

At St. Paul of the Cross School, teachers and administrators determine student placement to achieve the following goal: a diverse student group that achieves a balance of genders, ethnicities, abilities, gifts, talents and personalities. Any requests need to be directed to the administration and must be supported by a valid educational reason. "Because my child's friend is in there," or "I've always had Mrs. \_\_\_\_\_" are NOT valid educational reasons.

## **Smoke Free Environment**

The Smoke-free Illinois Act (Public Act 95-0017) protects the public from the harmful effects of exposure to tobacco smoke by prohibiting smoking in public places and places of employment and within 15 feet of any entrance, exit, windows that open, or ventilation intake of a public place or place of employment. Places of employment are defined in the Smoke-free Illinois Act as any area under the control of a public or private employer that employees are required to enter, leave, or pass through during the course of employment.

The Archdiocese of Chicago acknowledges the importance of student and staff health and wellness and its relationship to the educational and academic achievement. It further acknowledges and understands that use of tobacco and all related products including the presence of secondhand smoke present a health risk and environmental hazard. To protect the health of staff and students, it is the policy of the Archdiocese of Chicago to remain tobacco free on school premises at all times, 24 hours a day, in school buildings, school vehicles and school



grounds. This policy shall be promoted by the Archdiocese of Chicago and enforced by the administrator at the local school.

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

- in any school building or school vehicle
- on school grounds and/or property of the school which may include athletic fields and parking lots Individuals who violate this policy are subject to disciplinary action. Note the following:
- School - includes any school, nursery, day care facility, elementary or secondary school through grade twelve that falls under the scope of the Archdiocese of Chicago – Office of Catholic Schools.
- Tobacco free - Free from tobacco of any kind, including but not limited to the use of cigarettes, cigars, cigarillos, blunts, pipes, snuff, snus, and chewing tobacco.
- Tobacco - A plant widely cultivated for its leaves, which have high levels of the addictive chemical nicotine. The leaves may be smoked (in cigarettes, cigars, pipes), applied to the gums (dipping and chewing tobacco), or inhaled (snuff).
- Tobacco use - The consumption of tobacco products by burning, chewing, inhalation, or other forms of ingestion.

## School Calendar

A tentative annual calendar for the next school year, including scheduled holidays, vacations, in-services, and testing dates, will be issued on the school website in May. An online calendar of events listing various school functions on a month-by-month basis is also available on the website. It is important to read and refer to the calendar to be aware of daily, weekly, and monthly events. The principal reserves the right to amend the annual calendar and parents will be notified of such changes.

## School Hours

Outdoor supervision of the school premises will begin at 7:45 a.m. each school day. The exact school hours follow:

### **Elementary & Upper Grade Centers**

Full-Day Kindergarten & Grades 1-8

Arrival: 8:00am (All school doors open at 7:45am)

### **Half-Day Preschool, PreK, Multiage & Kindergarten Arrival & Dismissal:**

Mon. – Fri.: 8:00 a.m. – 11:30 a.m.



## **Preschool & Prekindergarten (2-5 Days) Arrival & Dismissal:**

Mon., Wed., Thurs., Fri.: 12:00 p.m. – 3:00 p.m.

Tuesday: 12:00 p.m. - 2:00 p.m.

Students in full-day kindergarten and grades one through eight are provided with a lunch and recess break. There is no student supervision on the school premises after school, except at school-sponsored activities and the Extended Day Program. The school is not responsible for student supervision after the conclusion of scheduled activities.

## **Arrival and Dismissal**

**START OF SCHOOL DAY:** All grades Preschool – 8th Grade begin school at 8:00am. Tardies will be issued to any student that arrives at school after 8:00am.

**DROP OFF LOCATIONS, PLEASE USE THE KISS AND GO LINE THAT MAKES THE MOST SENSE FOR YOUR FAMILY.**

**RIDGE TERRACE:** THERE WILL BE A KISS AND GO LINE (Please, do not get out of your car!)

**TIGER PARKING LOT:** There will drop off near the alley doors of the UGC

**MAIN PARKING LOT:** KISS AND GO LINE

### **PARKING OPTIONS:**

If you are walking your preschool, PreK or Kindergarten student to the door you may park in the Tiger Lot or the Main Parking Lot. All other grades are **STRONGLY** encouraged to use the three kiss and go options. Please do not park at the Ryan Parke Funeral Home at any time and please do not park along the west side of Ridge Terrace.

### ***DISMISSAL TIMES***

Given our large student population, we will continue to use staggered dismissal times to allow for a better traffic flow.

**2:50 pm** Preschool-Kindergarten dismissed

**3:00 pm** Grades 1-3 dismissed

**3:00 pm** Grades 4-8 dismissed

### **ARRIVAL DOORS:**

#### **EGC (Elementary Grade Center GRADES preschool-2)**

All students may enter through any of the following doors:

Doors D7 and D8 (Ridge Terrace)

The Ramp Door from the Safe Zone

## **DISMISSAL DOORS:**

**Preschool-Kindergarten** will be dismissed from the Safe Zone (the black top area behind the EGC building)

**Grades 1-2** will be dismissed out of doors D5, D7, and D8 on Ridge Terrace

### **UGC (UPPER GRADE CENTER Grades 3-8)**

3rd Grade will arrive and dismiss through **Door B10**

4th and 5th Grade will arrive and dismiss through **Door B9**

6th-8th Grades will arrive and dismiss through **Door B1**

The Tiger Lot will be available for kiss and go drop off in the morning.

Summit Ave is available for drop off and pick up

## **Catholic Identity**

### **Christian Doctrine**

Each child shall be instructed in the truths of the Catholic faith according to guidelines set down by the Archdiocesan Religious Education Program. Through this instruction, the school makes known to the students, the person and the message of Christ, as well as an understanding of the Catholic Church.

### **Sacramental Preparation**

In keeping with the most recent recommendations of the Archdiocesan Office of Religious Education, the children of St. Paul of the Cross School participate in a program of sacramental preparation which is based on parental involvement and responsibility. Instruction is provided in a group setting by the classroom teacher and the parents on an individual basis. The parents, teachers, and parish priests determine readiness of the child for the sacraments.

Preparation for reception of Eucharist and Reconciliation takes place in second grade. Confirmation preparation and reception take place in eighth grade. Sacramental guidelines are given at parent meetings.

### **Liturgical Involvement**

An important aspect of the Religious Education Program of the school involves participation in the liturgy of the Church. In order to make this as meaningful as possible, provisions are made for prayer services and liturgies at which the whole school participates. Children are encouraged to participate in the Eucharistic Adoration Chapel.

### **Apostolic Activities**

Many opportunities are provided for the students to put into practice, on an individual or small group basis, the principles of Catholic Social Teaching that are discussed in school. Occasionally, the student body as a whole engages in special projects of an apostolic nature.

## Instructional Program

### *Major Subjects*

The major subject fields covered in all grades include Religion, English, Math, Reading, Science, and Social Studies.

### *Practical/Fine Arts*

Art, Music, Spanish (3-8), American Sign Language (preschool-2), STEAM (Science, Technology, Engineering, Art and Math) and Physical Education classes are an integral part of the curriculum.

### *Family Life Program*

Family Life is taught in grades kindergarten through eight as part of the religion programs.

### *A.I.D.S.*

An A.I.D.S. curriculum is part of the religion and science programs.

### *Personal Safety Program*

In accordance with the Archdiocese of Chicago, St. Paul of the Cross School teaches personal safety in accordance with Erin's Law. These personal safety programs, designed for students of all ages, are an essential part of the school curriculum. These programs provide valuable information for children and parents and are part of a comprehensive initiative to unify and enhance existing efforts throughout the Archdiocese to protect children and young people from physical and sexual abuse.

### *Field Trips*

Field trips enrich classroom learning and open new areas of interest for the student. Those field trips, which are educational and relate to the total curriculum, are encouraged and are part of the total school program. Parent-signed permission slips, provided by the school, must be turned in by the designated date before a student may go on a trip. **Verbal permission is not acceptable.** No other activity is planned for non-participating students since the field trip is considered part of the educational process. No other children may accompany parent chaperones. All students participating in a school sponsored field trip must ride on school provided transportation only. Field trips are extensions of the school's philosophy, and therefore, students' conduct must reflect earning the privilege to represent themselves as members of St. Paul's Christian community. Incidents that are of the most serious nature, as determined by school administration, and are in direct contradiction to the school's philosophy, demonstrates that students have not earned the overall privilege to represent St. Paul of the Cross at school sponsored off campus activities.

School administration is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and/or parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior and the administration feels comfortable that these students' future conduct at school-sponsored events on and off of school grounds will reflect the school's values.

## **Inclusion & Individual Support Plans**

St Paul of the Cross School shall strive to provide an education that is inclusive of a diversity of student learning styles and needs, with consideration of the available resources of the school.

SPC will formulate and implement an Individual Support Plan for students who have been diagnosed with defined learning/behavior needs that require educational accommodations/interventions. The Support Plan shall outline the precise nature of the special need(s) and all strategies, accommodations, and interventions that shall be implemented. Service Plans require the affirmation of both the student's parent/guardian as well as school officials.

The curriculum at Saint Paul of the Cross is inclusive, collaborative and differentiated. We strive to meet the needs of diverse learners who need limited accommodations to be successful in school. An Individual Support Plan may be created for a student with a diagnosed disability. A complete psychoeducational or neuropsychological evaluation (within the past three years) must be submitted to the Director of Student Support services. Given the developmental change that occurs in three years, the school reserves the right to not accept documentation that is older than three years in order to formulate a Support Plan and will work with the family to secure an updated evaluation.

Supports Plans are generally established following the creation of an Individualized Educational Plan (IEP) by a local public school districts. IEPs are written when students are diagnosed with learning/behavioral needs by a public school district or licensed private practitioner. Support Plans are written for students who qualify with a medical diagnosis with documentation from the pediatrician.

Support Plans represent a mutual agreement for services between the parent/guardian and the school. Catholic schools are not legally obligated to implement all services recommended on an IEP. Support Plans shall be reviewed, modified (where necessary), and re-signed by the school and parent/guardian on at least an annual basis. The school administration (or designee) shall ensure that Service Plans goals, strategies, accommodations, and interventions are shared with all relevant school personnel, and that relevant school personnel receive appropriate training and support in implementing the Support Plan.

## **Mental Health Protocol and Assessments**

St Paul of the Cross School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. 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, psychologist or psychiatrist) prior to the continuation of academics and co-curricular activities at St Paul of the Cross School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back school

1. Arrange for their child to be assessed in the community or by a private 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. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.
3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.
  - Student/family confidentiality is adhered to as dictated by the [Ethical Code of the American School Counselor Association](#).
  - All documentation should be faxed or emailed to the attention of the principal or school designee.
4. If the assessment and recommended treatment plan results in an immediate return to school, please see #6.
5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from 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 our 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 learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.
6. Re-entry back to St Paul of the Cross 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:
  - Evaluation date and outcome/diagnosis
  - 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 Paul of the Cross School.
7. Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment.
8. 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 capacity to provide a safe learning environment for the student.
9. If school determines sufficient resources, schedule a re-entry meeting.
  - This meeting will occur the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.
  - The purpose of this meeting is to review the recommendations from the assessment and treatment plan to determine the most effective support system for the student's continued care both inside and outside of St Paul of the Cross School. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved.
  - Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.

10. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.
- This meeting would occur in the morning or afterschool on a school day shortly following the re-entry meeting (3-7 days ) and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.
  - The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork

### Internet Acceptable Use Policy

Computer Network and Internet access is available at St. Paul of the Cross School. We are very pleased to bring this access to our school and believe the Internet offers vast, diverse, and unique resources to both teachers and students. Our goal in providing this service is to promote and enhance educational excellence for all members of the school community by facilitating information and resource sharing, problem solving, and communications.

Students will have the opportunity to search and obtain information from around the world to supplement school projects and assignments. Since the Internet connects computers and individual users all over the world, parental permission is needed before a student may use this resource.

With this access also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Paul of the Cross School has taken precautions to restrict access to controversial materials by both employees and students through the use of software and a firewall that prevents access to designated inappropriate sources. However, it is impossible to insure that all inappropriate sites have been blocked. The school believes that the advantages and opportunities the Internet provides far outweigh the disadvantages. However, it is the parent and/or guardian's decision as to whether their child receives access to the Internet. We respect the family's decision on this issue.

The smooth operation of our computer resources relies upon the proper conduct of the users. Guidelines are provided here so that the school community will be aware of the responsibilities they are about to acquire. We ask that the parent/guardian read over the document with his/her child and discuss the terms, conditions, and significance of acceptable behavior.

### ***Student Technology Acceptable Use Conduct***

St. Paul of the Cross School is providing computer network and Internet access that represents wonderful opportunities for students. Since this is a privilege, and not a right, students are to utilize the resources appropriately and in a responsible way that is consistent with our educational policies.

1. Students are to use the computers and Internet access for educational purposes only, under the supervision and direction of teachers and/or staff personnel. Students will abide by all rules and regulations posted for the computers and Internet use.
2. Students are to value and respect the work of others and view or use it only with that person's consent.
3. Students are to use only school authorized software and media.
4. Students are to respect and obey all copyright and trademark laws.
5. Students are to practice Network etiquette.
6. Students will use appropriate language and material.
7. Students will keep their names, addresses, phone numbers, and passwords confidential. Students will treat information about others as confidential.
8. Students will view, search, and browse only appropriate sites. Students will notify teacher/staff personnel of any defamatory, offensive, or inappropriate material that violates school policy.
9. Students are responsible for maintaining any device (ie, ipad, etc.), provided by the school from suffering from damage or loss. Any damage that occurs to the Chromebook will be paid for by the student.

### **Consequences of Policy Violation**

Students will be held accountable for their actions. A student's network or Internet access may be suspended or terminated for any violation or attempted violation of this policy. Violators will also be subject to disciplinary measures, such as suspension or expulsion, in accordance with the guidelines stated in this Parent Handbook. Any technology item supplied by SPC that is damaged or lost by the student will be subject to a replacement/maintenance fee to cover costs.

### ***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, students, and staff, offensive communications including videos/photographs and threats.

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



## **Social Media Investigations:**

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

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website or app.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy and therefore the school may require the student to share content in the course of the investigation.

## ***Ipad User Agreement***

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

**Purpose:** In order to support a personalized approach to learning, St Paul of the Cross is providing Ipad devices to students. Like a textbook, the device is a resource to support learning.

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

**Receiving the Device:** Parents must sign and return this agreement to their school before a device can be issued.

**Returning the Device:** Devices will be returned to your school when your child is complete with participating in the program. The use of devices provided by St Paul of the Cross and is not transferable to anyone and terminates when a student is no longer enrolled at the issuing school.

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

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

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

**Fines for Device Damage, Loss, or Theft:** If for any reason the device is lost, stolen or damaged during the time it is issued to the student, whether intentionally or due to negligence,



the student and the student's parent/guardian are responsible for the repair or replacement cost of the device, at the time of loss.

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

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

## Public Scandal Involving Students

Catholic school students are responsible to the school staff and parish for maintaining exemplary behavior in school, at school-sponsored activities, and while going to and from school. SPC students are to be role models for the school, parish and broader community whether in school uniform or not. In addition, student conduct in or out of school that reflects negatively on St. Paul of the Cross School and Parish 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. Any action that reflects poorly on the SPC Community will result in disciplinary action deemed appropriate by school administration.

## Substance Abuse by Students

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

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

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

School procedures for handling violations:

- Parents/guardians will be notified if a violation is suspected
- Student will be suspended during the school investigation

- Conference with administration, parent/guardian, student, and other appropriate persons as determined by the Principal
- Notify the police as directed by law
- If a violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian
  - Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include, but are not limited to continued suspension and/or expulsion. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

## **Student Attendance Policy**

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

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

### **Reporting Process**

#### ***Absences***

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the EGC or UGC main office school office at 847-825-6366 or email [miulli@spc-school.net](mailto:miulli@spc-school.net) or [eserafin@spc-school.net](mailto:eserafin@spc-school.net) within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. 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 within 60 minutes of 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.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as excused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is as an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

#### ***Tardies***

Students are expected to be in class by 8:00am in order to they maximize their learning opportunities. Students that arrive at school after the first bell has rung are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

### ***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 847-825-6366. Students to be dismissed early from school will be picked up from the school office. Please allow adequate time to inform the classroom teacher.

### **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.

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

### ***Partial Absence/Tardies***

Any absence, at any part of the day, is disruptive to the homeroom and/or classroom setting. A partial absence is defined as missing less than half a day of school. This can result from arriving late, leaving for special appointments, or leaving early. Parents are required to notify the school office, as well as any and all teachers the absence may affect, via email, the morning of the absence. Any student absent part of the day must check in or out with either the Elementary Grade Center or Upper Grade Center Office. An Admit/Re-Admit Slip must be handed to the classroom teacher before being admitted to class. Copies of these slips are below.

If a late student does not arrive at school before the class leaves for a special/fine arts/physical education class, Mass, outdoor activity, or field trip, the student may miss that activity until the class returns to the homeroom. Office personnel are not responsible for escorting students to these locations.

Five partial absences within a trimester will result in a communication from the administration for students in grades kindergarten through eight. Students are responsible for any missed class/homework.

Five tardies in a single trimester will result in a detention before or after school. Homeroom teachers will notify parents of the detention. Students will serve a detention for every subsequent tardy after five. If this continues to be an ongoing occurrence, administration will

contact parents to discuss the appropriate consequence. The tardies will restart at zero upon the start of a new trimester.

Students in grades 6-8 may also receive a detention for tardies to classes. After three tardies a student will serve a detention. A detention will be given for every subsequent tardy after three. Tardies will restart at zero upon the start of a new trimester.

### Admit and Early Dismissal Slip

St. Paul of the Cross School 140 S. Northwest Highway Park Ridge, IL 60068	
<u>ADMIT SLIP</u>	
DATE _____	TIME _____
_____ has arrived at school at the above time and may be admitted to class.	
EXCUSED ____	UNEXCUSED ____
REASON FOR EXCUSE _____	

St. Paul of the Cross School 140 S. Northwest Highway Park Ridge, IL 60068			
<u>LATE ARRIVAL / EARLY DISMISSAL NOTICE</u>			
Date _____	Name _____	Grade _____	Room _____
<input type="checkbox"/> arrived at _____ and may be admitted to class.			
<input type="checkbox"/> left at _____ and returned at _____			
Reason _____			

### Early Dismissal

The principal is authorized to grant early dismissal to a pupil provided a written request is supplied by a parent. Early dismissal is considered a partial absence. Under no circumstances may a child be released to anyone, other than the parents or guardians as listed on the child's emergency form, without parental authorization. Parents are asked to pick up their child and sign them out in either the Upper Grade Center or the Elementary Grade Center Office.

### Special Appointments

Parents/guardians are encouraged to make doctor/dental appointments after school hours in order to prevent a disruption of the student's school day. If this is not possible, children must have a written request to be excused and must be signed out by the parent/guardian. This will be considered a partial absence.

### Extended Absence/Vacations

If parents/guardians wish to take their children out of school for a period of time because of family plans, the parents/guardians, and teacher shall discuss the possible effect of the absence on the student's schoolwork. The recommendations shall be documented. The final decision, however, shall be the responsibility of the parent/guardian. **Vacations are strongly discouraged when classes are in session.** However, if the vacation is unavoidable, when the student returns, he/she will be given missed class assignments. **No homework/assignments will be given prior to an extended absence.** The student will make up the missing work upon their return corresponding to the number of days absent. The students may receive classroom assignments daily through Schoology.

### Sudden Illness or Accident

Parents will be notified of sickness or an accident at school. A second phone number must be on file for emergencies only. Names and phone numbers of family physicians should also be recorded on the emergency form.

### Shadow Days

Before making that final decision about which high school to attend, parents may request that their children attend a Shadow Day at a particular high school. Those requests must be made in writing and submitted to the assistant principal at least three days prior to the visit. Since the student is not in attendance at St. Paul, it will be considered an absent day. The student will be responsible for missed homework, tests/quizzes and classroom work.

### Emergencies/Disasters

An Emergency Form is kept on file in both school offices. Students will only be released to individuals listed on that form.

### Emergency Notification

At registration, parents/guardians are asked to provide three phone contacts and two email contacts. In the event of any emergency situation (example- school closed due to snow) all three phone numbers will be called with the emergency message.

### ***Attendance and Athletic Events***

If a student is out of school for any reason for more than four hours (exceptions will be made for funerals and shadow days or the discretion of the Principal) they are unable to attend a school related event this includes but is not limited to: athletics (practice and games), dance, or any other school sponsored event. If a student is absent on Friday, this includes activities for the weekend. For example if the child is absent on a Friday, they will not be allowed to participate in Rounball on a Saturday.

### **Lunch Program**

All students must remain at school for lunch. Lunch times are scheduled as follows for Monday, Wednesday, Thursday and Friday:

#### **Kindergarten,1,2**

11:30AM - 12:20PM Recess /Lunch

(varies by day and grade)

#### **Grade 3**

11:20-11:45 Recess

11:46-12:11 Lunch

#### **Grades 4, 5, 6**

11:47AM - 12:12PM Lunch

12:15PM - 12:40 PM Recess

#### **Grades 7, 8**

- 11:47 AM - 12:12PM Recess

12:15 pm - 12:40 PM Lunch

#### **Tuesday**

11:05-11:25 Recess

11:27 - 11:47 Lunch

#### **Tuesday**

11:27 - 11:47 Lunch

11:50 - 12:10 Recess

#### **Tuesday**

11:27 - 11:47 Recess

11:50 -12:10 Lunch

The lunch period is a time for informal but safe socializing among students. Behavior that results in the violation of the rights and privileges of others cannot be tolerated. Students whose behavior is rough, quarrelsome or disorderly may be suspended from participating in playground activities.

Students will remain in the designated areas.

They are encouraged to participate in games and group activities.

During the winter months, it is forbidden for children to throw snow.

On bad weather days, students will have recess in their classroom. There is to be no loitering in the halls, stairwells, or washrooms and proper classroom behavior is to be observed.

Students bring their lunch in paper or nylon lunch bags. Milk is available through the government milk program. Volunteer adult supervisors will supervise the classrooms and the playground. There is a family charge for this program.

### ***Hot Lunch:***

Hot Lunch is available on designated days. The hot lunch order must be ordered in advance. Healthy Kids Kitchen, Home Run Inn, Caine's Chicken and Giordano's Pizza are the hot lunch vendors for the 24-25 school year.

### ***Weather/Recess Policy***

It is the schools policy that during cold weather, the decision for outside recess based on weather factors such as wind chill, snow, rain, cloud cover, wind etc., will determine whether or not it will be beneficial for students to go outside. When the air temperature and/or wind chill is below 15 degrees Fahrenheit there will not be outdoor recess. Extremely cold weather can be very dangerous. Exclusive of outdoor recess, students in the EGC walk outdoors to the UGC to attend a class at least once a day. Parents should be certain that their children are appropriately clothed with mittens, hats, coats, and boots, so they can be comfortable outside.

## **Extended Day Program**

Extended day care is available for students in grades PS-8 from 7:00 a.m. - 8:00 a.m. and from 3:00 p.m. (2:00 p.m. on Tuesday) - 5:45 p.m. on all full-session school days. EDP for afternoon preschool/prekindergarten students is available from 8:00 a.m. - 11:55 p.m. on all full-session school days. Registration information is available in the school office.

## **Student Conduct**

Our philosophy is based on the gospel values of Jesus. St. Paul of the Cross is a school community of individuals who have rights—to learn, to feel comfortable and safe, and to have opportunities to reach full potential. We recognize the dignity and equality of all persons. To function as a successful educational Christian community, each child has the responsibility to respect the rights of others. Our goals, as educators and parents, must be to consider the common good and to ensure that our actions and treatment of others will help create God's Kingdom on Earth.

*The school and parents must share the responsibility for promoting positive student behavior at all times in all places.* St. Paul of the Cross School administration and teachers must maintain a safe school atmosphere. While at St. Paul, this supervision can be maintained as structured classroom management. Off-campus school sponsored events and activities are extensions of the school's philosophy and therefore students' conduct must reflect *earning the privilege* to represent themselves as members of the St. Paul's Christian community.

St. Paul of the Cross School places a strong emphasis on student discipline. The school and the parents must share the responsibility for promoting positive student behavior. The shared goal is to create a safe and orderly school environment in which teaching and learning are the highest priorities.

Conduct which is detrimental to or negatively affects the mission and reputation of Catholic school, whether inside or outside school may result in other corrective disciplinary actions.

Incidents of inappropriate and/or disruptive behavior are dealt with within the classroom whenever possible. The teachers work with the children to make sure the classroom rules are understood and the reasons for rules taught. Children learn that each adult may have different procedures to help them follow the rules. Some of the following consequences may be used by classroom teachers:

- Student must accept responsibility for the behavior
- Student must resolve to avoid recurrence of the chosen behavior
- Student must repair what has occurred
- Students may be sent away from class to a supervised area
- Students may receive a detention and be required to come before, or stay after school
- Notice to parents may include email and/or phone call
- Administration has the authority to decide on the disciplinary action of any given offense

Consequences occur when actions take away another person's rights and opportunities.

Teachers will articulate and display rules and expectations that are necessary for successful classroom management. Children must understand that there are consequences for their chosen actions. Consequences may be warnings, discussions of the problem with the child and/or parent, or other penalties such as, before or after school detentions and lunch detentions.

Whatever measures are used, the ultimate purpose is to impress upon the child the need to be responsible for the choices and actions they take, as well as to contribute to the educational and social needs of the community. It is important that parents, teachers, and students have a common commitment to ensure a peaceful and productive environment.

### ***St. Paul of the Cross All School Rules (PS-8)***

As stated in the school's mission statement, the school is committed to reach out through prayer, service, and education. This Discipline Policy will foster our mission through respect of self, others, and the environment.

#### ***Respect of Self, Others, and the Environment:***

- Students will be courteous, responsive to faculty, staff members, lunchroom supervisors, and each other.
- Students will respond silently, immediately, and respectfully when given a direction.
- Students will exhibit courteous, respectful, and non-abusive language and gestures in school, or at school events, acting as representatives of the school at all times.
- Students will listen and follow directions of teachers, staff, and supervisors.
- Students will keep hands, feet, and all other objects to themselves.



- Students will do their own work and respect the work of others.
- Students will accept responsibility for their actions.

#### *Contribute to the Learning Environment*

- Students will come to school prepared to learn.
- Students will arrive promptly at designated areas.
- Students will leave and enter class in a quiet and orderly manner.
- Students will display a positive attitude.

#### **Follow All School Procedures:**

- Students will wear the proper uniform.
- Students will know and follow lunch and playground rules.
- Students will follow and respect all classroom rules.

Incidents of inappropriate and/or disruptive behavior are dealt with in the classroom whenever possible.

The teachers work with the children to make sure that classroom and school rules are understood and the reasons for the rules are taught. **Children learn that each adult may have different procedures to help them follow the rules.**

#### *Minor violations that may result in an immediate detention include but are not limited to the following infractions*

Disrespect Towards Classmates/Students (including microaggression\* and friendly belittling)

Disrespect Towards Faculty/Staff

Failure to comply with general classroom and school rules

Excessive tardies to school or class

Disrespect in Church (sleeping, chatting, use of phone, gum chewing, etc)

Dress Code violations

Chewing gum/Eating outside of the cafeteria(classroom)

Stealing / Vandalism of others personal property.

Inappropriate Display of Affection /physical contact

Missing Detention/ Failure to Serve Detention

Any undesired behavior the school administration determines to be in violation of school policy

**Disrespect Towards Classmates/Students Disrespect** includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity/vulgar language or belligerent behavior said and/or directed toward any other student. Included in this is disrespect through computer sites such as but not limited to Facebook, Instagram, SnapChat, YouTube, and others. Additionally, this includes microaggression and friendly belittling. Microaggression: A statement, action, or incident regarded as an instance of indirect, subtle, or unintentional discrimination against members of a marginalized group such as a racial or ethnic minority.

**Disrespect Towards Faculty/Staff Disrespect** includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity or belligerent behavior directed toward any of our faculty/staff. Included in this is disrespect through computer sites such as but not limited to Facebook, Instagram, SnapChat, YouTube, and others.

**Failure to comply with classroom /school rules** includes but is not limited to disrespect for teachers, chronic classroom disruptions, provoking behavior and unwillingness to follow directions. Students are not permitted to obtain any forgotten items left in a classroom. Students are expected to be prepared with supplies and homework for all classes including having a charged chromebook with them at all times. Students are expected to show respect and proper behavior in the classroom, hallways, bathrooms and playground areas. Students are expected to follow the SPC All School Rules as listed below. Failure to comply with those rules may result in a detention.

**Excessive tardies.** Five tardies in a single trimester will result in a detention before or after school. Homeroom teachers will notify parents of the detention. Students will serve a detention for every subsequent tardy after five. If this continues to be an ongoing occurrence, administration will contact parents to discuss the appropriate consequence. The tardies will restart at zero upon the start of a new trimester.

Students in grades 6-8 may also receive a detention for tardies to classes. After three tardies a student will serve a detention. A detention will be given for every subsequent tardy after three. Tardies will restart at zero upon the start of a new trimester.

**Disrespect in Church** Disrespectful church behavior includes, but is not limited to: sleeping, chatting, use of phone, and gum chewing.

**Dress code** Students are expected to follow the daily uniform policy. This applies to regular uniform days, dress down/up days and Spirit days. Please refer to the uniform section of the handbook for more details

**Gum/Eating outside cafeteria/classroom.** Chewing gum is prohibited on school grounds. Eating is only allowed in the classroom or cafeteria unless teacher approval is given.

**Stealing/Vandalism** Students need to respect each other's property.

**Inappropriate Display of Affection /physical contact** Signs of physical affection or sexual conduct are never permitted in the building or on the campus. Students are expected to keep their hands to themselves. Rough housing is not permitted.

**Missing Detention/ Failure to Serve Detention** Students are expected to attend detention on the day they are assigned. If a student is absent and unexcused on the day of a scheduled detention, the student will be assigned another detention.

**Undesired Behavior** Teachers and administration reserve the right to issue a detention for any behavior not depicting the SPC mission and philosophy.

Please note that excessive minor violations can carry additional consequences and a combination of several different behavior modification approaches as deemed appropriate by the Administration which can include an in-school suspension or behavior contract.

***Major violations that may require disciplinary action may be, but are not limited to:***

- Violation of Computer Policy
- Harassment, Discrimination and Bullying
- Theft
- Vandalism and destruction of property
- Fighting
- Lying to Faculty
- Cutting Homeroom, or any classes
- Use of Profanity toward Faculty or Staff
- Gang Activity
- Weapons Possession (possession of unlawful objects)
- Smoking/Vaping While on Campus or in Uniform (possession of unlawful objects)
- Use, Possession, or Distribution of Controlled Substance
- Other dangerous or criminal actions not specified

Violation of Acceptable Use Policy (for technology):

Please refer to the St. Paul of the Cross School's Acceptable Use Policy on the school website.

**Harassment/discrimination/bullying:**

SPC students are expected to uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment. Please refer to the St. Paul of the Cross Bullying prevention section.

**Theft/Vandalism/Destruction of School Property**

Stealing/vandalism may result in suspension, payment for the theft and/or vandalism, and/or expulsion. The police may be contacted.

“Dry-marking”/permanent marker pens and tagging tools are not permitted in school. Defacing school property may require restitution in the form of paying for damages.

Damage or theft of computer equipment will result in serious penalties and possible expulsion.

**Fighting**

Students who engage in fighting on campus may incur immediate suspension. Before a student returns from his/her suspension a conference must occur with parent or guardian and administration (note: other members of the faculty, and staff may be present). A serious fight or repeated fighting is cause for expulsion.

**Lying to a Faculty/Staff Member**

Each Student is expected to be truthful in his/her contacts with all members of the St. Paul of the Cross School community especially Administration, faculty, and staff members. For this reason any student who exercises dishonesty toward a member of the Administration, faculty, or staff by any means of lying, deliberate withholding of information, or other form of deception will result in disciplinary action.

**Student Being in an Unsupervised Area without Explicit Permission /Skipping Class**

Students are expected to avoid lingering in areas that are unsupervised such as empty classrooms, stairwells, the gym, church and so forth. Students are not permitted to leave the building or campus without permission.

***Gang Activity***

Participation in gang or gang-related activity is strictly prohibited. Visible representations (i.e. graffiti, tagging, etc.) of gang affiliation/involvement on lockers, personal possessions, clothing, or school materials are likewise prohibited. Anyone suspected of participating in gang or gang-related activity will likely be dismissed. St. Paul of the Cross School reserves the right to seek counsel from and act in conjunction with the Gang Crimes Unit and the Park Ridge/Chicago Police Department pertaining to the status of a student's suspected gang activity/involvement.

***Hazing***

Hazing in any form is strictly prohibited at SPC. Anyone with knowledge of hazing activities needs to report such activities to the school administration immediately. 23 The Illinois

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

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

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

#### ***Battery Against School Personnel***

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

#### ***Weapons Possession***

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

### ***Use, Possession, or Distribution of a Controlled Substance /Smoking/Vaping***

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

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

\*Unlawful objects include, but are not limited to, pornography, cigarettes, chewing tobacco, smoking materials, alcohol, cannabis, drugs or related paraphernalia, matches, lighters, knives, weapons, Chinese stars, fireworks or related items, razor blades, laser pointers, etc. Any student in possession will be immediately removed from the classroom and directed to administration and/or the necessary authorities.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

### **Other Dangerous or Criminal Actions Including but not Limited to:**

- Gambling
- Issuing a false alarm, calling 911 falsely or calling a bomb threat

Tampering with protective fire equipment, violating fire codes or emergency services systems.

In addition to the above, a Major Incident may be anything that, in the opinion of the principal, constitutes a serious and significant disruption of learning, endangers the safety of students or staff, or undermines the school's philosophy and goals. These violations are dealt with on a case by case basis by the administration and can lead to detention(s), suspension or expulsion.

### ***Cell Phone/Apple Watch/Wireless Ear Buds (or similar) Policy:***

Cell phones may not be used during school hours. This includes the hours that a class may be on a field trip, dances or other activities, unless specific directions are given by a teacher. If anyone should need to get in touch with a student during the actual school day, a call to the main office is the only acceptable means of doing so. Similarly, if a student needs to get in touch with someone off campus, a school phone will be made available. The use of a cell phone for any reason—calling, texting, listening to music; checking the time, the weather, the news; whatever—is prohibited during school hours. Communication apps that allow texting such as iMessage, WhatsApp, are not allowed to be used during the school day

Any cell phone or device brought to school must be powered off and placed either in a student's backpack or locker.

If cell phones are used before or after school hours, calls must be made outside of the school buildings.

If a cell phone or any electronic communication device is seen, used or goes off, the item will be confiscated and the following procedures will apply:

**1st Offense:** Student will be sent to Administration for disciplinary action

**2nd Offense:** Parent will be notified and required to pick up the device, and a meeting with Administration will be needed

**3rd Offense:** Student will NOT be allowed to have Cell Phone, Apple Watch, or Wireless Ear Buds on school property.

## **Detention, Suspension, & Expulsion**

The Administration reserves the right to decide each case on an individual basis. In cases of excessive detentions and suspensions, a student may be placed on a behavior contract. The administration will meet with teachers and the counselor to review the behavior incidents and propose a behavior contract and plan, including the recommended dismissal of the student from the school. In certain circumstances once a contract is violated, the student can be dismissed without remediation.

### **Detention:**

Parents will be notified, via email or phone call, when a student receives a school detention. A 24-hour notice will be given to students when school detentions are assigned. School detentions are served on school days from 3:00 p.m. until 3:30 p.m., or as designed by administration or the teacher (morning detentions (7:30-8:00) and lunch detentions can apply here ).

- Students must attend their assigned detention. Failure to attend will result in an additional detention. The only excused absence from a school detention is an excused absence from school on the day it was to be served. The detention will then be served at the next immediate detention day.

- Detentions take precedence over all other activities. Athletic games, practices, other co-curricular activities, out of school appointments, are not excusable reasons for failing to serve an assigned detention.
- Only the administration has the authority to reschedule a detention.
- Students observe silence in detention. Detention is not a study hall and will not be used for that purpose.

The accumulation of four detentions during one trimester will result in the student's parents being required to attend a conference with the administration. If the problematic behavior has not been corrected by this time, or the child/parents do not make sufficient effort to adhere to the expectations stated in this handbook, administration will determine the proper consequence for this action.

### **Suspension:**

- The suspended student may not participate in or attend SPC social events or extra-curricular activities until the suspension is lifted.
- The suspended student is responsible for making up any missed class work or assessments from the time of their suspension.

### **Expulsion:**

When a student is expelled, the student is not allowed to return to campus without a scheduled appointment. A student who has been expelled is not allowed on campus for extra-curricular activities (i.e., dances, athletic events, etc.). Any student who has been expelled will not be allowed re-admittance to St. Paul of the Cross School. If the dismissed student should be on the school campus without administrative permission, that student will be considered as trespassing.

### **Expulsion/Withdraw of Student (Office of Catholic Schools Policies)**

Any student may be expelled for serious or chronic violations of the Student Code of Conduct that include, but are not limited to physical, verbal, written, or sexual threats of harm; substance abuse; possession of weapons, illegal drugs or unauthorized/unapproved prescription/over-the-counter drugs; chronic or serious bullying; serious and chronic 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 health and safety of school employees, student, volunteers, etc., the Principal may, in his/her discretion, offer parents/guardians the opportunity to voluntarily withdraw the 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 be withdrawn due to the conduct of their parents/guardians. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, chronic disrespect, or other behavior that violates the parent code of conduct.



## Bullying

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:

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

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, 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.

Bullying acts or conduct described above can include the following:

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- 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 as well as exhibitionism, voyeurism, sexual propositioning, 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 school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

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

## Resolving Questions and Disagreements

Issues between individuals should, first, be discussed respectfully. Whether between students, or parents and teachers, the classroom teaching routine should not be disrupted. All encounters and discussions should maintain the respect of all, with a spirit of openness to God's grace and the healing power of the Holy Spirit.

Arguing and emotional outbursts are non-productive when inappropriate behavior occurs. Matters should be discussed calmly, away from others. Students or parents who wish to discuss an issue with a teacher should request a mutually agreeable appointment time. **The Principal and Assistant Principal should not be approached until the matter has been discussed with the teacher or staff member.** The appropriate sequence for questions of responsibility or fairness should be:

- Private, scheduled discussion among the people directly involved.
- Principal or assistant principal requested to review the situation, if needed.
- Follow up meetings are available to resolve any outstanding issues.

## Behavior Rubric Prekindergarten - Kindergarten

	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>	<b>FOURTH TIME</b>	<b>FIFTH TIME</b>
<b>Level</b>	<u>Horseplay</u> - “goofing around”, may include pushing, shoving, grabbing, jumping on, rude gestures, name calling/teasing including “just kidding” and “no offense.. but” put downs.	15 Second Intervention	15 Second Intervention  Removal from activity  Responsibility think sheet (w/teacher assistance)	15 Second Intervention  Removal from activity  Responsibility think sheet  Document/Complete Reporting Form	15 Second Intervention  Removal from activity  Responsibility think sheet  Document/Complete Reporting Form  Parent notification by phone	15 Second Intervention  Removal from activity  Responsibility think sheet  Document/Complete Reporting Form  Parent notification by phone  Meeting with teachers
	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>	<b>FOURTH TIME</b>	<b>FIFTH TIME</b>
<b>Level 2</b>	<u>Mild Aggression/Teasing</u> – Name calling, taunting, ridiculing, insulting remarks, spreading	15 second intervention  Removal from Activity  Responsibility think sheet  (with teacher	15 second intervention  Removal from Activity  Responsibility think sheet  Document/Com	15 second intervention  Removal from Activity  Responsibility think sheet  Document/Com	15 second intervention  Removal from Activity  Responsibility think sheet  Document/Com	15 second intervention  Removal from Activity  Responsibility think sheet  Document/Com

	<i>rumors, directed profanity or other behaviors that would hurt others' feelings written or spoken</i>  <u>Exclusion-</u>  <i>(i.e. "you're not my friend, you can't play with me")</i>	explanation)	plete  Reporting Form  Parent Notification by Phone	plete  Reporting Form  Parent Notification by Phone  Meeting with Teacher/Principal	plete  Reporting Form  Parent Notification by Phone  Meeting with Assistant Principal & Principal	plete  Reporting Form  Parent Notification by Phone  Meeting with Assistant Principal & Principal
	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>	<b>FOURTH TIME</b>	<b>FIFTH TIME</b>
<b>Level 3</b>	Moderate-Severe aggression  <u>Physical Contact-</u> intimidation, pushing, kicking, shoving, touching, grabbing, tripping & spitting, biting  <u>Verbal or Other Intimidations-</u>  Threats of physical or emotional aggression and planned exclusion  <u>Retaliation For Reporting</u>  <u>Disrespect of Personal Property</u>	15 second intervention  Responsibility think sheet  Document/Complete  Reporting Form Parent Notification by Phone	15 second intervention  Responsibility think sheet  Document/Complete  Reporting Form Parent Notification by Phone  Removal from activity	15 second intervention  Responsibility think sheet  Document/Complete  Reporting Form Parent Notification by Phone (by teachers)  Meeting with Principal  Removal from activity	15 second intervention  Responsibility think sheet  Document/Complete  Reporting Form Parent Notification by Phone (by teachers)  Meeting with Assistant principal/Principal  Removal from activity	

## Behavior Rubric – Grades 1 - 3

	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>
<b>Level I</b>	Horseplay_ “goofing around”, may include: pushing, shoving, grabbing, jumping on, rude gestures, name calling/teasing including “just kidding” and “no offense but...” putdowns.	15 Second Intervention	15 Second Intervention  Time to Think Form	15 Second Intervention  Time to Think Form  Document/Complete Reporting Form  Parent Notification by Phone
	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>

<b>Level 2</b>	<b>Mild Aggression/Teasing</b> – Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity or other behaviors that would hurt others' feelings written or spoken  Disrespect to teachers and other adults	15 second intervention  Time to Think form  Document/Complete Reporting Form  Parent Notification by phone	15 second intervention  Time to Think form  Document/Complete Reporting Form  Parent Notification by phone  Meeting with Principal	15 second intervention  Time to think form  Document/Complete Reporting Form  Parent Notification by phone  Meeting with Assistant Principal & Principal  Loss of Recess
	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>
<b>Level 3</b>	<b>Moderate aggression</b>  Physical Contact-intimidation, pushing, hitting, shoving, grabbing, tripping  Verbal or Other Intimidations-  Threats of physical or emotional aggression and planned exclusion  False Reporting  Retaliation For Reporting  Disrespect of Personal Property  Disrespect of school property	15 second intervention  Time to think form  Document/Complete Reporting Form  Parent Notification by phone  Meeting with Principal  Loss of Recess	15 second intervention  Time to think form  Document/Complete Reporting Form  Parent Notification by phone  Meeting with Principal  silent lunch  Loss of Recess (2x)	15 second intervention  Time to think form  Document/Complete Reporting Form  Parent Notification by phone  Meeting with Principal & Parents  Loss of Recess (3)  Behavior Contract Implemented
	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>

	<b>ACTION</b>	<b>FIRST TIME</b>	<b>SECOND TIME</b>	<b>THIRD TIME</b>
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<b>Level 4</b>	<b>Severe Aggression</b>	Office referral	Office referral	Office referral
	Physical Contact-intending to or resulting in injury; punching, kicking, fighting, and similar behavior that risks injury to others	Student calls home	Student calls home	Student calls home
	Intimidation-ethnic/sexual harassment, stalking, severe threats of emotional or physical violence	Meeting with principal	Meeting with principal & parents	Meeting with assistant principal & principal & parents
	Personal Property-stealing or destruction of personal property	Loss of recess	Loss of recess (2x) Behavior Contract/Plan Implemented	Half day in school suspension with Counselor Revisit & Review Behavior Contract

Revised 9/14/16

### Search and Seizure

The school retains the right to search and seize drugs, weapons, and other contraband when there is belief such contraband is in the possession of a student. Such possession is in violation of the rules of St. Paul of the Cross School. The school will assist local government authorities by reporting such possessions, and when requested by the authorities, the school will cooperate fully with the police and other government authorities. Desks and lockers are school property, which the school expressly retains the right to search at any time.

### Sexual Harassment

The Archdiocese of Chicago and St. Paul of the Cross School are committed to maintaining a school environment free of sexual harassment. Physical contact of a sexual nature, lewd or suggestive remarks and such conduct that serves to create an intimidating, hostile, or offensive learning environment may be considered sexual harassment on the part of adults or children. If any individual believes that he or she has been subjected to conduct which may constitute sexual harassment, that individual is to immediately report the offensive conduct to the pastor or principal. Sexual harassment of any form, verbal, touching, etc., may result in detentions, suspension/expulsion.

## Academic Policies

Teachers, parents and students, working in partnership throughout the course of the school year, will assist the students in achieving academic success in the following subjects defined as: religion, reading, mathematics, social studies, English, and science. A student who fails two (2) trimesters in a defined academic area must satisfactorily repeat the content of said trimesters in an approved summer program. Remediation of said content will be, but is not limited to: before or after school assistance, make-up assignments, assignment contracts, modified course work, outside tutoring, summer school, or a recognized independent tutoring center. Both the program and program criteria must be discussed with the content area teacher and the principal

before beginning remediation. Promotion to the next grade level will be contingent upon reassessment of the student in August.

## Homework

One of the most important objectives of education is to teach the child how to study. Homework is assigned as a means to help pupils review and enrich the subject matter taught in class. This may take the form of either a written or unwritten assignment.

Grades are posted on PowerSchool. Parents and students have access to these grades. Teachers will notify students and parents of the missing assignments. Lunch detentions may be given for missing assignments.

It is the student's and/or parent/guardian's responsibility to obtain assignments in case of absence. Homework will be available for pick up in the designated areas located outside of each school office from 3:15 - 3:30 PM on each full day of school. Homework assignments can also be obtained by visiting Schoology.

For extended absence, the same number of days as the absence will be given to complete the work. (For example, two days absent, two days to complete assignments.)

Students absent in the morning, but present in the afternoon, are responsible for the entire day's assignments, both collected and assigned.

Upon return from a one-day absence, students are required to take any test that was given during the absence. Special testing arrangements will be made for long-term absences.

### *Late Work Policy*

In order for students to accomplish academic success, it is essential that homework, as well as short-term or long-term assignments, be completed on time. It is the expectation of all subject area and special area teachers that homework and assignments be completed and turned in at the designated time on the due date. **HOMEWORK, SHORT-TERM, AND LONG-TERM ASSIGNMENTS ARE CONSIDERED LATE IF NOT TURNED IN AT THE DESIGNATED TIME ON THE DATE THEY ARE DUE** Students will lose points for late assignments.

**Daily Homework Assignments:** All homework assignments should be completed and turned in on time.

**Short-term Assignments/Long-term Assignments:** All assignments must be turned in at the designated time on the day they are due.

### **Grades 3 - 5**

It is expected that homework be completed on time. Each teacher/grade/unit will set their own policies about incomplete assignments and inform the students and parents/guardians at the beginning of the school year.

### **Grades 6 - 8**



It is expected that homework be completed on time. Each teacher/grade/unit will set their own policies about incomplete assignments and inform the students and parents/guardians at the beginning of the school year. No credit can be given for work that is not turned in.

It is understood that there are times when circumstances may disrupt the education process. In those cases, student/parent/guardian will need to make special arrangements and conference with teachers.

## Student Assessment

### Testing

Some form of evaluation is essential in order to determine, as much as possible, the general scholastic ability of students, to ascertain the progress being made within the total education program, and as a tool for discerning areas in need of improvement.

Teacher-constructed tests and informal methods of evaluation are part of the regular school program throughout the year. Achievement tests with national norms are given to students in grades three, through eight. Maine South High School also tests our eighth grade students for high school placement with the MAP Assessment in the fall and Winter.

Tests and quizzes that are missed due to absences will be made up upon return. Students are required to take any test that was given during the absence. Special testing arrangements can be made for long-term absences.

### Retests Policy

**Purpose:** The purpose and intent of the policy is to provide students with additional opportunities to show mastery of the standards in all content areas.

- All students will have retest opportunities available on assessments only if they have received a 76% or below.
- The retest will cover the same material of the original test; however the test may be in a different format with questions changed.
- Students **must** request the reassessment within one class day of the teacher notifying them of the below average grade.
- Retesting can appear in different formats at the teacher's discretion. The student may be required to attend a tutorial, complete test corrections, or other task as directed by the teacher, in place of retesting or **prior** to retesting.

## Academic Dishonesty

- Students caught cheating on a test may not request a retest. Please refer to the following chart for some examples of what cheating does and does not look like:

This is Considered Cheating	This is not Cheating
Working on an assignment together, letting your partner do all the writing and then you copying it later.	Working on an assignment together and both of you writing down your responses in your own words.
Looking at another student's test or allowing another student to look at your test by NOT keeping your answer sheet covered	Keeping your eyes down during a test, keeping your answer sheet covered.
Turning in any assignment that is identical or nearly identical to another student's or copied word for word from your source.	Turning in an assignment that is in your own words.
Allowing someone to copy your paper.	Answering a classmate's questions about an assignment but then helping them put it into their own words or helping them work the problem themselves.
Writing down the exact problems that you did not finish on a test immediately thereafter and then planning on meeting with a tutor or looking up the problems online or with someone else and "acing the exam," would be considered academic dishonesty, or cheating.	Thinking about the 'concepts' that you missed or reflecting back on those concepts and then studying either online or in a text would be considered making the most of the time you have between one day of the exam and the other. You could work more problems out based on that problem or watch a video to help you understand the concept more.

- If a student scores lower on the retest, the original test grade will stand.
- The maximum grade received for retest will be a 78%, however level of proficiency may increase. The campus policy will be consistent across content areas and all classes.  
Example: If the student retests and receives an 82 % on the retest, their final grade will be a 78%

- All semester final exams are ineligible for retest.

## Report Cards

Report cards approved by the Archdiocesan Office are issued three times a year. Marking codes and guides for different grade levels are provided on the cards. Students with incomplete or low academic records will be referred to the principal at report card time. The SBRC is one source of important information. You are encouraged to review your child's report card along with other performance information, which may include: PowerSchool, standardized test results, quizzes/tests, projects, daily work, teacher notes, etc.

## Grading Scale

All students are evaluated on skills mastered. General descriptions of the levels of achievement are provided below:

### *Assessment Descriptors for Levels of Proficiency Grades PS-2*

#### **Level 4: Advanced**

*Student achievement reflects in-depth understanding and application that **goes beyond** the grade level expectations.*

- Evaluates, analyzes, and interprets concepts to develop new understandings
- Uses concepts and critical-thinking skills to extend learning and understanding
- Identifies and uses understanding of key concepts and skills in decision-making and problem-solving, consistently and independently

*("Going Beyond" opportunities are given for students to demonstrate higher order thinking and to take the concept taught in class to a level that demonstrates the ability to apply the concept to a new situation)*

#### **Level 3: Proficient**

*Student achievement reflects understanding and application of grade-level expectations.*

- Uses understanding of concepts to produce work or solve problems
- Asks and answers a variety of complex questions that reflect understanding of key concepts
- Identifies and uses understanding of key concepts and skills in decision-making and problem-solving consistently

#### **Level 2: Progressing**

*Student achievement reflects emerging understanding of grade-level expectations.*

- Uses understanding of concepts to produce work or solve problems with support and guidance
- Asks and answers a variety of questions that reflect emerging understanding of key concepts with support and guidance

- Communicates understanding of key concepts, skills, and content knowledge in decision-making and problem-solving inconsistently

### **Level 1: Beginning**

*Student needs development of foundational skills to achieve grade-level expectations*

- Applies concepts to produce work or solve problems with significant intervention
- Asks and answers questions that demonstrate partial understanding with significant intervention
- Communicates key concepts, skills, and content knowledge with significant intervention

### **Grading Scale Grades 3-8**

Letter grades are calculated in grades 3-8 using the total number of points earned on all assignments and tests during the course of the trimester. Final letter grades are determined for students in grades 3-8 using the following percentage scale:

A+	99 and above	C+	83-84
A	95-98	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	71-74
B-	85-86	D-	69-70
	F		68 and below

### **Promotion/Retention**

While the decision to promote or retain a student generally shall be a cooperative one made by parents/guardians, teachers, and administration, nonetheless, the principal has the ultimate authority to make such a decision. Ordinarily, parents/guardians shall be notified of the possibility of retention in writing. The first written notice will be given before December 1, the second notice early in February, and the final notice on May 1. St. Paul of the Cross School will follow the Guideline for Retention established and approved by the Office of Catholic Schools.

## **After School Activities**

Students can participate in a number of after school activities. All students must be picked up at the assigned time. After two tardy pickups, the student will not be allowed to participate in the after school activity for the rest of the trimester.

Off-campus school sponsored events are extensions of the school's philosophy and therefore, student's conduct must reflect *earning the privilege* to represent themselves as members of St. Paul's Christian community. An incident that is of the most serious nature, as determined by school administration, and is in direct contradiction to the school's philosophy demonstrates that students have not earned the overall privilege to represent St. Paul of the Cross at school sponsored off campus activities.

School administration is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior, and the administration feels comfortable that these students' future conduct at school sponsored events on and off of school grounds will reflect the school's values.

The following is a listing of the extracurricular activities that may offered to the students of St. Paul of the Cross

Academic Team	Grade 8
Band	Grades 4-8
Battle of the Books	Grade 4-5
Chess Club	Grades 1-8
Choir	Grades 5-8
Junior Science Club	Grades 5-6
Math Competition	Grades 7-8
Math Olympiad	Grades 5-8
National Junior Honor Society	Grade 8
Senior Science Club	Grades 7-8
Smiling Strings	Grades K-8
Student Council	Grades 4-8

#### **St. Paul of the Cross Athletic Association**

Baseball/Softball	Grade 8
Basketball	Grades 4-8
Cheerleading	Grade 8
Cross Country	Grades 4-8
Soccer	Grades 5-8
Track and Field	Grades 4-8
Volleyball	Grades 4-8
Football	Grades 5-8

#### **Scouts**

Daisy Girl Scouts	Girls, Grade K-1
Brownie Girl Scouts	Girls, Grades 2-3
Junior Girl Scouts	Girls, Grades 4-5
Cub Scouts	Boys, Grades 1-5
Boy Scouts	Boys, Grades 6-8

### ***Student Council***

Student leadership is fostered through involvement in the Student Council. Students in grades four through eight serve as leaders. All students participate in the activities planned by the Council. These activities include service projects and spirit building events. Participation as a leader or representative in Student Council is contingent upon academic eligibility and behavioral appropriateness.

### ***National Junior Honor Society***

St. Paul of the Cross School has an established chapter of the National Junior Honor Society. The student must demonstrate good leadership and citizenship as well as meet the academic standards for consideration. The student must regularly show courtesy, concern, and respect for others. More than one detention and/or other serious misconduct in the seventh grade will eliminate a student from consideration.

### ***Student Parties***

Class parties during school hours should be limited in number and should take place during the last period of the day. If a teacher wishes his/her students to celebrate their birthdays with their classmates, he/she should ensure that the celebrations are simple and non-disruptive to the class schedule or other surrounding classes. Non-edible treats are welcome. Treats are distributed to the birthday child's homeroom only. At no time should a child's birthday party be the occasion in the classroom for practices which have their proper place in the home during a family sponsored party. A visit to a class by an entertainer as a way of celebrating an individual child's birthday, for example, would not be appropriate. Pizza parties at lunchtime will not be allowed.

## **Toys/Electronic Devices**

Students are discouraged from bringing toys or electronic devices to school. The school assumes no responsibility for missing items.

Regarding e-readers such as Kindles or Nooks, if a student brings an e-reader to school, he/she may read a book already downloaded.

Students are prohibited from accessing the school's Wi-Fi connection without the expressed permission of the teacher. If a student is found to be using Wi-Fi without permission and/or inappropriately, the device will be held by the teacher to be returned to the parent and the student will lose the privilege of bringing the device to school.

If a student is granted permission to access the Wi-Fi, he/she will do so in accordance with the St. Paul of the Cross Acceptable Use Policy and no social networking sites are to be accessed at any time.

## **Bringing Money to School**

Students should not carry large sums of money to school. Money for such things as tuition, books, fees, etc., should be handed in during the homeroom period, first thing in morning. Money that a student must carry should be kept with the child or in the locker. The school is not responsible for lost money.

## **Sports**

Generally, the Athletic Association sets the guidelines and rules for eligibility and participation in sports. Specific requirements are listed in the Athletic Handbook.

Attendance at school is a prerequisite for school team participation. This also applies to day-to-day participation. Hence, a student who is absent from school, either full or partial day, is not eligible to participate in a school sponsored event that occurs that same day/night.

## **Academic/Behavior Eligibility for Extracurricular Activities/Field Trips**

The student's academic success has priority at St. Paul of the Cross School. Extracurricular activities enhance the educational experience and give children opportunities to develop skills and experience achievement. However, extracurricular programs should not interfere with the student's academic work or inhibit his/her ability to achieve success in the classroom. Therefore, these are guidelines for extracurricular eligibility:

Off-campus school sponsored events are extensions of the school's philosophy, and therefore, students' conduct must reflect earning the privilege to represent themselves as members of St. Paul's Christian community. An incident that is of the most serious nature, as determined by school administration, and is in direct contradiction to the school's philosophy demonstrates that students have not earned the overall privilege to represent St. Paul of the Cross at school sponsored off campus activities.

School administration is directed to provide notice that any serious incident that singles out a fellow student and/or disrespects the values of the school and/or parish community may result in suspending students from school related events on or off campus, outside of the school day. This suspension will remain in effect until there can be a period of time to evaluate student behavior and the administration feels comfortable that these students' future conduct at school sponsored events on and off of school grounds will reflect the school's values.

At the beginning of each season, a roster of teams and clubs will be made available to school administration. Participation is understood as attending meetings, practices, and games. Teachers will review performance at the middle and at the end of each trimester. A student who has (2) or more grades below a C will be placed on probation and asked to formulate a plan for improvement to be presented to the Assistant Principal. The probationary period will extend until the next check-in, either mid-trimester or trimester. If a student does not improve his/her performance during the probationary period, he/she may be ineligible for participation in

extracurricular activities until the next check-in, either mid-trimester or trimester. Administration will notify parents.

## Medical Information

### Immunizations and School Physicals

The Illinois Department of Public Health requires health examinations for all students entering school for the first time at the preschool or prekindergarten level. Health examinations are required for all students entering sixth grade and for all students transferring in from other states or countries. Because many physicians require that a school physical appointment be made two months in advance, parents are encouraged to call their child's doctor to make an appointment as soon as possible. The Certificate of Child Health Examination form is due in the school office by August 1st for students in grades kindergarten through eight; the form is due in the school office by August 1st for students in preschool and prekindergarten. Incomplete forms will be returned to you for completion and will not be considered as part of your child's permanent health file until they are properly completed and returned. Students will be excluded from classes beginning October 15<sup>th</sup> if the required form is not fully completed and on file in the school office.

Before you leave your doctor's office, please check the dates of all immunizations because state law requires:

**DPT** - four or more doses at the appropriate intervals with the last being given on or after the fourth birthday.

**OPV/(Oral Polio)** - three or more doses administered at appropriate intervals with the last being given on or after the fourth birthday.

**MMR (Measles, Mumps, Rubella)** - given at 12 months of age or later. Measles, second dose one month after first dose. K-12 students must show evidence of having received two doses of measles vaccine.

**HIB** - children entering school below kindergarten level only.

**Hepatitis B** - three doses of vaccine with the first two shots occurring at least four weeks apart. The interval between the first and third doses must be at least four months.

**Chicken Pox Vaccine (Varicella)** - dose of varicella vaccine at one year or later for children entering at kindergarten level and below for the first time.

If your physician chooses not to give your child any of the above immunizations, a note written on a prescription blank or his/her office stationery is required to be attached to the physical form.



Please have the physician specify why immunization has not been given. If non-immunization is due to allergy, please state the child's allergy.

**Physical exam requirements for all ages are:** height, weight, BMI (body mass index), B/P (blood pressure) and Diabetes Screening. In addition, a Lead Risk Questionnaire must be completed and a blood test performed if indicated, for all students six years of age or younger.

All of the child's **health problems** should be noted on the physical form. The physician must sign and date the immunization and the physical portion of the form. **The demographic information and the child's health history portion must be completely filled out and signed by a parent or legal guardian.**

**Dental Examinations** - State law requires dental examinations for all students entering kindergarten, second, or sixth grade and students transferring in from other states or countries. Illinois State law requires these children to have a new dental examination between 12-16 and 5-15. Please have a Dental Examination Record completed by your dental provider and return this completed form to the school office.

This form is due in the school office by May 15. An incomplete form will be returned to you for completion and will not be considered as part of your child's file until they are returned and properly completed. Failure to submit a completed form may cause your child to be excluded from school and all school related activities.

**Eye Examinations** – Diagnosing eye and vision problems and providing timely treatment ensures that students maximize their academic performance. To accomplish this goal of the students of Illinois, a new law requires comprehensive eye exams for all students entering kindergarten and any students transferring in from other states or countries. These students must have an eye examination performed only by qualified eye doctors-such as optometrists and ophthalmologists between the dates, 10-16 and 10-15

The Eye Examination Report must be returned to the school office by October 15, 2013. Incomplete forms will be returned to you for completion and will not be considered as part of your child's file until they are properly completed and returned.

## Medical Treatments

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, the school 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 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. Therefore, it is important to have school emergency forms filled out completely and to be updated throughout the year as needed.

The principal 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

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. Teachers, administrators and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

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

## Administration of Medicine

No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete **Medication Authorization Form** approved and signed by the school principal.

A **Medication Authorization Form** is distributed for each student at the beginning of each school year or enrollment of a new student during the year. Copies of the **Medication Authorization Forms** are available in the school offices.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the **Medication Authorization Form**. If the School denies a request and authorization for the administration of medication, 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 or designee administer the medication in school.

### Self-Administration

A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed **Medication Authorization Form**. Students who suffer from asthma, allergies or other conditions 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 School

has on file for the student a current and completed **Medication Authorization Form**. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

### **Appropriate Containers**

It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that 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.

### **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, 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 School will appropriately discard the medication.

## **Returning to School after an Illness**

Any student who is absent due to a contagious illness that must be reported to the local health authority will not be allowed back in school without a physician's note. These illnesses are: Chickenpox (varicella), Chlamydia, E. coli O157:H7, Giardiasis, Gonorrhea, Hepatitis A, Hepatitis B, Hepatitis C, HIV or AIDS, Measles, Meningitis (bacterial or viral), Mumps, Pertussis, Polio, Rubella, Salmonellosis, Shigellosis, Syphilis, and Tuberculosis. Parents are responsible for asking the doctor for a note. If these children return to school too early, they may not have fully recovered and may place their classmates and teachers at risk of contracting the disease.

### **Physical Education and Recess Excuses**

All students must participate in physical education classes and outdoor recess unless they have a written excuse from their physician.

## **Administration of Medical Cannabis**

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

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

## **Supply of Undesignated Opioid Antagonists Policy**

A new Illinois law that went into effect, January 1, 2024, requires non-public schools to maintain a supply of undesignated opioid antagonists in any secure location where an individual may have an opioid overdose unless there is a shortage of opioid antagonists, in which case the nonpublic school shall make a reasonable effort to maintain a supply of an opioid antagonist.

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: after-school hours: maintained in the following designated secure locations: 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. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose. Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact. Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use. Within three days after the

administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form. 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.

## **Guidelines for Students with Food Allergies**

Recently, there have been a number of stories in the news about the growing trend of food allergies in young children. This trend is also true at St. Paul of the Cross. Also, in the interest of promoting good nutrition and health habits, the following is in place at St. Paul of the Cross School:

- Parents should not send food treats to school for their children's birthdays.
- Teachers have been directed not to use candy or treats as rewards, only non-food items will be used.
- Teachers have been directed not to give students food.
- Teachers providing food to students as part of a class lesson activity will send a permission slip home to parents in advance.
- Parents are encouraged to help their children with food allergies to be advocates for themselves and to be aware of their allergies.

Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food allergic students.

### **Family's Responsibility**

- Educate the child in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult they may be having an allergy-related problem, and how to read food labels.
- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, the lunchroom, after-care programs, during school sponsored activities, and on the school bus.
- Work with the child's physician to develop a Food Allergy Action Plan. Submit this plan to the school.
- Complete necessary written medical documentation as required by the Archdiocese. For the 2022-2023 academic year, those forms include: Medication Authorization Form, Parent/Guardian Permission and Authorization Form, Physician Request for Self-Administration of Medication Form, and Medical Information and Emergency Notification Form.
- In coordination with the homeroom teacher and the principal, develop a letter to be sent home to families in the same grade, describing the child's allergies and any foods that should be restricted in class or at school sponsored activities.
- Replace medications after use or upon expiration.
- Review policy/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide the child with a safe snack to be eaten at snack time.
- Provide a fanny pack (labeled with the child's name) containing the Food Allergy Action Plan sheet, and Epipen/Benadryl (if necessary). The child may wear this fanny pack during lunchtime or when food is consumed. In the classroom, the fanny pack should be given to the teacher, or be kept in the school office(s).

### **School's Responsibility**

- Be knowledgeable about and follow applicable federal and state laws and any district or Archdiocesan policies that apply.
- Put up posters of food allergies/symptoms.
- Review health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Coordinate a meeting, prior to the first day of classes, to establish an individualized prevention and management plan. Attendees should include, but are not limited to, the

school principal, all teachers that will be in contact with the student, lunchroom supervisors, the parents, and the student (if age appropriate).

- Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Create a separate table in the lunchroom/classroom for those students with food allergies to reduce the possibility of accidental exposure. This table should be appropriately cleaned prior to each use.
- Practice the emergency treatment prescribed by the student's physician pursuant to the Food Allergy Action Plan.
- Ensure that all medications are appropriately stored.
- Notify all faculty and staff of those students who have food allergies.
- Designate school personnel who are properly trained and authorized to administer medications in accordance with Archdiocese policies, State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day, regardless of time or location.
- Review policies/prevention plan with the appropriate staff, parents/guardians, student, and physician after a reaction has occurred.
- Work with the District 64 transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs. Recommend that all buses enforce "no eating" policy and have communication devices in case of an emergency.
- Discuss field trips with the family of the food-allergic student to decide appropriate strategies for managing the food allergy. Allow the parent/guardian to attend the field trip.
- Ensure that substitute teachers understand the food allergy, can recognize its symptoms, and know what to do in an emergency.
- Follow federal/state/district laws and regulations regarding sharing medical information about the student.
- Take threats or harassment against an allergic student seriously."

### **Student's Responsibility**

- Should not trade food with others.

- Should not eat anything not provided by the home.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should wear their fanny pack to any place outside the homeroom.

## **Accident Insurance**

The school sponsors an optional Student Accident Insurance Plan. All arrangements for the student insurance should be completed during the first ten days of the school year. The school does not provide automatic medical insurance. Students participating in the school sports program must provide proof of insurance.

## **Sudden Illness or Accident**

Parents will be notified of sickness or an accident at school. A second phone number must be on file for emergencies only. Names and phone numbers of family physicians should also be recorded on the emergency form.

## **Hearing and Vision Screening**

This testing is done every other year by the Cook County Department of Public Health for specific grades. Parents/guardians will be contacted only if testing indicates a need for professional ear or eye examinations.

## **Head Lice**

Head lice is not a disease, but is a nuisance.

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

### **Exclusion from school:**

Those who have become infested with head lice are to be excluded from school. Parents are advised to seek treatment for their child(ren) from either their family physician or through over-



the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the child(ren) have been treated. Students are re-checked for head lice before re-admission to the classroom.

**Advice to Parent/Guardian:**

Parents/guardians are advised to check other family members and disinfect combs and brushes with medicated shampoo. Disinfect contaminated articles such as clothing and bedding by machine washing the articles in HOT water and detergent or having items dry-cleaned. Thoroughly vacuum rugs, upholstered furniture, mattresses or other articles that cannot be laundered or dry-cleaned.

School families will be notified when a case of head lice occurs in their child's grade. All students will be screened for lice infestation when 5-10% of the students are diagnosed as having head lice at any one time.

# Concussion Protocols

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

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

- Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head.
- Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
- Concussion may result in neurologic changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
- Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note that, in a small percentage of cases, post-concussion symptoms may be prolonged.
- No abnormality on standard structural neuroimaging studies have been seen in concussion.

## **What are signs and Symptoms of a concussion?**

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

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

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

## **PROTOCOL**

This protocol is intended to provide the mechanics to follow during the course of contests/matches/ events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

## **POLICY**

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional will need to clear for return to play any athlete removed from a contest for an apparent head injury, unless that injury is the result of the student-athlete losing consciousness for any period of time. In such a situation, the student-athlete shall be removed from the practice or contest and will not be allowed to return to activity that day and will be subject to the Association's Return to Play policy.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.

## **4. RETURN TO PLAY POLICY**

With the start of the 2010-11 school term, the NFHS implemented a new national playing rule regarding potential head injuries. The rule requires "any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional." In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury. In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or (continued on next page)

IMPLEMENTATION OF NFHS SPORTS PLAYING RULE FOR CONCUSSIONS<sup>74</sup> practice until the athlete is evaluated by and receives written clearance from a licensed healthcare provider to return to play. For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.

5. Following the contest, a Concussion Special Report must be filed by the contest official(s) with the IESA Office through the Officials Center.

6. In cases where an assigned IESA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be overruled.

#### **MANDATORY CONCUSSION COURSE FOR COACHES OF ST PAUL OF THE CROSS ATHLETICS:**

Senate Bill 7 (Public Act 99-245) amends the School Code and will go in to effect for the 2016-2017 school year. The legislation requires ALL interscholastic athletic coaches to take a training course from an authorized provider at least once every 2 years. The IESA makes the IHSA online concussion awareness and education program available to IESA member schools through the IESA Member Center. The program includes information on concussion awareness training, concussion recognition, best practices for avoiding concussions, return to play guidelines, and sub-concussive trauma. The presentation and other supplementary materials included in the presentation should be reviewed by ALL interscholastic athletic coaches prior to taking a required exam over the curriculum.

## **Transportation/Safety**

### ***Parking***

If parents wish to park, they may do so in the parish parking lot, on Washington Street. Parents are asked to only drop off students and not to park on Ridge Terrace. There is no parking in the Ryan Parke lot and F and M Global.

### ***Walkers***

The City of Park Ridge provides crossing guards at four intersections surrounding the school: Washington and Northwest Highway, Washington and Touhy, Summit and Prospect, and Northwest Highway/Prospect/Touhy. Students may enter through designated doors.

### ***Cars***

Parents providing transportation should drop off their children before 7:50 a.m.

The main church parking lot is sectioned off as a drop-off point in the morning. Cars should proceed to the north entrance of the parking lot, drop off students in the sectioned-off area, and leave the parking lot via the south exit. No Left Turn on to Washington will be enforced. Half of the main parking lot is also sectioned-off during lunch/recess time, 11:30a.m. – 12:15p.m. If using the lot during that time, please park on the north side of the lot. Use the Ridge Terrace parking lot to park, drop off, and pick up students. Also, although Summit is a no parking zone, cars can drop off and pick up students at the curb east of the alley. However, the street west of the alley is reserved for bus drop-off and pickup. Please note that cars may not wait for students on Summit; the Park Ridge Police will issue tickets to “waiting” cars in the no parking zone. The street west of the alley is reserved for bus drop-off and pick up and cars may not drop off or pick up students in this area at any time.

## Traffic Rules

When dropping off and picking up students, the first priority is the safety of all students. Drivers must observe the following rules:

- Parking is prohibited on Ridge Terrace in front of the school between 7:30 a.m. and 3:30 p.m. Signs are posted, and the Park Ridge Police will issue tickets for violations of this ordinance.
- **DO NOT PARK ON THE WEST SIDE OF RIDGE TERRACE AT ANYTIME DURING ARRIVAL OR DISMISSAL.**
- **DO NOT PARK IN FM GLOBAL PARKING LOT.**
- Parking is prohibited on Summit Avenue during school hours. This area must be clear for school buses and is noted as “no parking zone.”
- Parking is prohibited in the insurance building parking lot before, after, or during school hours.
- No entrance to the alley off Summit Avenue is permitted during school hours.
- Stopping in crosswalks is prohibited.
- Double parking is prohibited. Children may be picked up and dropped off only at the curb. Double parking creates a danger to children who are moving between cars and walking in the street.
- Children are not permitted to cross in the middle of the street to reach their car. All pedestrians must cross at the crosswalks.
- When buses are loading or unloading students, drivers must pay attention to the stop signs extended from the buses.
- When dropping off or picking up children at St. Paul of the Cross, all traffic laws must be obeyed.
- Please respect our no idling policy and no Cell Phone policy.

## Bicycles

Students are permitted to ride their bicycles to school, provided they observe the regulations governing this privilege.

No “wheels” (skateboards, scooters, in-line skates) are to be ridden on the school property.

Helmets are strongly encouraged, as the school accepts no responsibility for students who ride bicycles.

- Bicycles are to be kept in the rack provided near the rear entrance to the rectory.

- Each student is expected to have a lock for his/her bicycle.
- The school accepts no responsibility if bicycles are damaged and/or stolen from the premises.
- All bicycle traffic rules and regulations are to be observed.
- All bicycles must be walked on and off school grounds.
- Students may not ride a bicycle on school property: Northwest Hwy. to Summit, Ridge Terrace to Washington.

## **Dogs**

An animal's behavior may be unpredictable when placed in a confusing or frightening situation. Because of the inherent activity of hundreds of children and adults around the school buildings at arrival and dismissal times, dogs are NOT permitted on school property.

## **Emergencies/Disasters**

An emergency form is kept on file in both school offices. Students will only be released to individuals listed on that form. Lock down procedures are practiced each year and reviewed with the Park Ridge Police.

## **Fire and Tornado Drills**

Fire drills are conducted on a regular basis and tornado drills are conducted throughout the year. Detailed escape plans are posted inside the door of each classroom. For fire drills, each class has an escape route to an outside area that is a safe distance from the building(s). Children are moved to these designated areas in a safe, quiet, and orderly manner. During tornado drills, each classroom goes to a designated area within the building(s).

## **Tornado Warnings**

If a tornado warning is in effect in the locality of St. Paul of the Cross School, students shall be taken to the designated safety area. Children shall not be released from the school building during a tornado warning. Parents/guardians waiting to pick up children during such a warning are encouraged to enter the school building and take cover with the students and staff.

## **Emergency Closing:**

Students have the responsibility of respecting the rights of individuals and property. Picking up or throwing snow on school property is forbidden. Students in violation will be referred to the principal for disciplinary action.

**School closing information will be available through the following:**

WGN Radio 720 and WBBM Newsradio 78

Television channels 2, 5, 7, WGN NEWS, FOX, CLTV

Phone 847-238-1234

[www.EmergencyClosings.com](http://www.EmergencyClosings.com)

[www.spc-school.net](http://www.spc-school.net)

Community and parent notification through the School Messenger notification system and will be posted on social media.

**Student Dress Code**

Students are expected to be in uniform on all school days unless otherwise noted. They are expected to be neat and clean in appearance at all times. It is the responsibility of the parent that your child is dressed according to the uniform code. This responsibility includes replacing uniforms that are no longer in good condition (faded, torn, stained, or outgrown.) All uniforms must be purchased through Lands End Uniform Company. On special days when students are allowed to be out of uniform, they should wear clothes appropriate for school. If an out of uniform day happens to occur on a day when students will be going to church, the out of uniform day will be rescheduled to a non church day. Students will wear appropriate, clean clothing. Unacceptable clothing includes, but is not limited to, bare midriffs, spaghetti straps, and low-cut, tight and short apparel. Hats, scarves, bandanas and ripped clothing, flip-flops, slippers, moccasins, and shoes without backs are unacceptable. Uggs® or boots are not acceptable during the school day. Tight leggings or yoga pants are not allowed unless they are worn with long tops that come down to mid-thigh length. The administration and/or teachers make decisions on acceptable appearance. Detentions may be given for out of uniform infractions.

**Dress Code Grades K-3**

St Paul of the Cross school code: STPA14

<https://www.globalschoolwear.com/>

ITEM	GIRLS (K-3)	BOYS (K-3)
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<p><b>TOPS</b></p> <p><i>(All Polos must have the SPC Logo. The Peter Pan shirt does not need the SPC Logo)</i></p>	<p>Green Polo (worn with shorts and pants)</p> <p>Grey Polo(worn with shorts and pants)</p> <p>Navy or White Peter Pan shirt (worn only with jumpers)</p> <p><i>(Long and Short Sleeve options)</i></p>	<p>Green Polo</p> <p>Grey Polo</p> <p><i>(Long and Short Sleeve options)</i></p>
<p><b>BOTTOMS</b></p>	<p>Navy Pants</p> <p>Navy Short</p> <p><i>(shorts can be worn from August to October 15<sup>th</sup> and April 15<sup>th</sup>-June)</i></p>	<p>Navy Pants (belt required)</p> <p>Navy Short (belt required)</p> <p><i>(shorts can be worn from August to October 15<sup>th</sup> and April 15<sup>th</sup>-June)</i></p>
<p><b>DRESS/JUMPERS</b></p> <p><i>(solid colored polo dress, jumper, dress must have SPC logo)</i></p>	<p>Short or Long sleeve polo dress (Navy or Green)</p> <p>Plaid Jumper <i>(worn with peter pan collared shirt)</i></p> <p>Navy Ponte Pleat Jumper <i>(worn with peter pan collared shirt) *</i>  <i>THIS ITEM WAS ONLY AVAILABLE FROM LANDS END but can still be worn.</i></p> <p>Navy Ponte Short Sleeve Dress Navy Ponte Pleat Jumper <i>(worn with peter pan collared shirt) * This item was only available at Lands End but can still be worn.</i></p>	<p>Not applicable</p>



<b>SWEATERS, FLEECE OR VESTS</b>  <i>(all sweaters, fleece or vests must have the SPC Logo)</i>	<i>Any color choice available on the approved site can be worn:</i>  <b>Sweaters:</b> vest, cardigan, crew neck, V-neck  <b>Fleece:</b> Fleece 1/2 zip. Fleece Jacket  Insulated Vest	Any color choice available on the approved site can be worn:  <b>Sweaters:</b> vest, cardigan, crew neck  <b>Fleece:</b> Fleece 1/2 zip. Fleece Jacket  Insulated Vest
<b>PE TOPS</b>  <i>(all tops must have the SPC Logo)</i>	Short Sleeve T Shirt (Grey)  Long Sleeve T Shirt (Grey)  Crew Sweatshirt (Navy)  Track Jacket without hood (Navy) * <i>This item was only available at Lands End but can still be worn.</i>	Short Sleeve T Shirt (Grey)  Long Sleeve T Shirt (Grey)  Crew Sweatshirt (Navy)  Track Jacket without hood (Navy) * <i>This item was only available at Lands End but can still be worn.</i>
<b>PE BOTTOMS</b>	Shorts (Navy)  Sweatpants (Navy)  Active Track Pants (Navy) * <i>This item was only available at Lands End but can still be worn.</i>	Shorts (Navy)  Sweatpants (Navy)  Active Track Pants (Navy) * <i>This item was only available at Lands End but can still be worn.</i>
<b>SHOES SOCKS BELTS</b>	<b>Shoes:</b> Any color gym shoes <b>Socks:</b> Solid color white, green, navy socks, ankle or knee  <b>Belt:</b> Black or Brown  <b>Ties:</b> Navy Plaid or Navy & Green stripe or Solid Navy	<b>Shoes:</b> Any color gym shoes  <b>Socks:</b> Solid color socks (navy, green, white)  <b>Belt:</b> Black or Brown Belt  <b>Ties:</b> Navy Plaid or Navy & Green stripe or Solid Navy

### **Dress Code Grades 4<sup>th</sup> -8<sup>th</sup> Grade**

St Paul of the Cross school code: STPA14

<https://www.globalschoolwear.com/>

ITEM	GIRLS (4-8)	BOYS (4-8)
<b>TOPS</b>  <i>(all tops must have the SPC Logo)</i>	Green Polo  Grey Polo  Navy Polo  Oxford Shirt (must wear tie with Oxford shirt)  <i>(Long and Short Sleeve options)</i>	Green Polo  Grey Polo  Navy Polo  Oxford Shirt (must wear tie with Oxford shirt)  <i>(Long and Short Sleeve options)</i>
<b>BOTTOMS</b>  <i>(required if you wear the oxford)</i>	Navy Pants  Navy Short  Khaki or Navy Skirt or Skort  Plaid Skirt or Skort  <i>(shorts can be worn from August to October 15<sup>th</sup> and April 15<sup>th</sup>-June)</i>	Navy or Khaki Pants  Navy or Khaki Short  <b>(belt required)</b>  <i>(shorts can be worn from August to October 15<sup>th</sup> and April 15<sup>th</sup>-June)</i>
<b>SWEATERS FLEECE</b>  <i>(all sweaters, fleece or vests must have the SPC Logo)</i>	<b><i>Any color choice available on the approved Tommy Hilfiger site can be worn:</i></b>  <b>Sweaters:</b> vest, cardigan, crew neck, V-neck  <b>Fleece:</b> Fleece 1/2 zip, Fleece Jacket  Insulated Vest	<b><i>Any color choice available on the approved Tommy Hilfiger site can be worn:</i></b>  <b>Sweaters:</b> vest, cardigan, crew neck, v-neck  <b>Fleece:</b> Fleece 1/2 zip, Fleece Jacket  Insulated Vest
<b>PE TOPS</b>  <i>(all tops must have the SPC Logo)</i>	Short Sleeve T Shirt (Grey)  Long Sleeve T Shirt (Grey)  Crew Sweatshirt (Navy)	Short Sleeve T Shirt (Grey)  Long Sleeve T Shirt (Grey)  Crew Sweatshirt (Navy)

	Track Jacket without hood (Navy) * <i>This item was only available at Lands End but can still be worn</i>	Track Jacket without hood (Navy) * <i>This item was only available at Lands End but can still be worn.</i>
<b>PE BOTTOMS</b>	Shorts (Navy) Sweatpants (Navy or Grey) Active Track Pants (Navy) Yoga Pants (Navy) * <i>This item was only available at Lands End but can still be worn.</i> <i>(shorts can be worn from August to October 15<sup>th</sup> and April 15<sup>th</sup>-June)</i>	Shorts (Navy) Sweatpants (Navy or Grey) Active Track Pants (Navy) * <i>This item was only available at Lands End but can still be worn.</i> <i>(shorts can be worn from August to October 15<sup>th</sup> and April 15<sup>th</sup>-June)</i>
<b>SHOES/SOCKS /BELTS</b>	<b>Shoes:</b> Any color gym shoes <b>Socks:</b> Solid color white, green, navy socks, ankle or knee <b>Belt:</b> Black or Brown (optional) <b>Ties</b> Solid Color tie required if you wear the oxford	<b>Shoes:</b> Any color gym shoes <b>Socks:</b> Solid color socks (navy, green, white) <b>Belt:</b> Black or Brown Belt (required) <b>Ties:</b> Solid Color tie required if you wear the oxford

**Please Note:** Unacceptable attire includes: sandals, flip flops, shoes with wheels (“wheelies”), clogs, boots, slippers, moccasins, back of shoe turned down, shoes not fastened, no socks, etc. Uggs® or boots are not acceptable during the school day.

Students are encouraged to wear soft-soled or athletic shoes. Shoes with heels above one inch are unacceptable during the school day.

Both boys and girls shirts are to be tucked in.

Make-up may be worn to school, as long as it does not impede learning.

Jewelry: one watch, one pair of small, studded earrings, one necklace, one crucifix or religious medal on a small chain, one ring, is acceptable to wear daily.

Boys may not wear earrings.

Hair touching shirt collars on boys is unacceptable. Hair extending below eyebrows or extreme hairstyles is unacceptable for both boys and girls. Administration reserves the right to define extreme.

No tattoos, drawing on hands or arms is permitted.

Nails: Acrylic or gel nails are not permitted. Clean, polished nails are acceptable.

Facial piercing, ear clips, dangling earrings are not allowed.

No mustaches, beards, or sideburns allowed.

No hair dye, of any nature, may be worn.

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

### ***Out of Uniform Consequences***

Neatness and pride of appearance are the responsibility of the student, with guidance and encouragement from parents and teachers. Teachers will ensure that their students are in uniform each day. Students who are not wearing part of the required uniform are “Out of Uniform.”

Out of Uniform infractions will be noted to administration. After three infractions, the student will be issued a detention. If uniform infractions continue, administration will determine consequences.

## **Closing Statements**

It is very important that parents, students, faculty and parishioners work together to continue the fine tradition of St. Paul of the Cross School. Call the office between 7:30 a.m. and 3:30 p.m. on school days with your ideas and suggestions. School Board meetings are held every other month (September, November, January, March, May) and are open meetings. Check the monthly calendar for the day and time. We encourage your attendance at these meetings.

## **Amending Handbooks**

Statements in this handbook are subject to amendment 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. Student enrollment at St. Paul of the Cross provides that this document directs St. Paul of the Cross faculty, students, and parents.

