

ST. AILBE CATHOLIC
SCHOOL



St. Ailbe Catholic School

9037 S. Harper Avenue
Chicago, IL 60617
773-734-1386

PARENT & STUDENT
HANDBOOK

www.stailbeschool.org
<https://facebook.com/StAilbeCatholicSchool>

VOLUNTEER REQUIREMENTS

All families are required to provide 20 volunteer hours each school year. The time spent volunteering helps St. Ailbe grow in ways that would not be possible without your assistance.

Beginning with Illinois State Senate Bill 143, effective July 1, 2007, and mandates set forth by the Office for the Protection of Children and Youth, Office of Assistance Ministry, Office of Child Abuse Investigations and Review and the Safe Environment Office, St. Ailbe School will meet the requirements mandated by State law and the Archdiocese of Chicago's mission to promote and protect the dignity of children.

All volunteers and employees must meet the following, which can all be found on the Parent Page of St. Ailbe's website, stailbeschool.org:

Application for Employment or Volunteer Service/Form 7703: All employees and all volunteers who work with children must complete this form.

Background Screening: All employees and all volunteers who work with children must complete an online background check. No one can begin to work or volunteer unless they have completed the background check and the background check is approved.

Safe Environment Training: All employees and all volunteer who work with children must attend the Virtus/Protecting God's Children training program within three months of beginning employment, ministry or service. The certificate of Attendance received at the Virtus training is to be kept in the personnel file or volunteer file at the place of employment/ministry.

Code of Conduct: All employees and all volunteers who work with children must sign the Code of Conduct Personnel Acknowledgement Form. The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

CANTS screening: All employees and volunteers who work with children must complete the Child Abuse and Neglect Tracking System form (CANTS).

Dear Parents:

The information contained in this handbook should be reviewed by you and your child and retained as a reference for the St. Ailbe Catholic School policies and procedures.

Please cut this page from the booklet and return to your child's teacher to indicate that you have received, read, and understand the policies and expectations within your copy of the handbook.

Student Name: _____

Student Signature: _____

Grade: _____

Parent Name: _____

Parent Signature: _____

Date: _____

VOLUNTEERS

All school/parish employees and volunteers selection is contingent on the results the background check needed in order to volunteer. Volunteer requirements can be found on page 46.

Volunteers include parents who attend field trips, school aides, CCD leaders, school board members, or any adult that works with children in any capacity within the parish of school environment. No parent, guardian or adult will be allowed to participate in any of the above until all requirements are met. The development of any club or activity requires the approval of the principal.

VOLUNTEER HOURS

Our Mission Statement: “St. Ailbe Catholic School is a spiritually and family based community that is committed to developing life-long learners in the 21st century” **St. Ailbe needs and expects families to volunteer a minimum of 20 hours per school year** to help their children succeed. This can be in the form of helping in the classroom (reading with the students or being a room mom or dad), chaperoning on field trips, supervising children before school on the parking lot or during lunch/recess, sponsoring an after school program, or even putting together booklets for the teachers. Opportunities that arise will be posted in the weekly newsletter that gets sent home on Wednesdays.

All families are required to complete a minimum of 20 hours during the course of the school year. Any hours not completed will be charged at \$10/hour.

Volunteer hours will be logged accordingly in the office.

ACTIVITY POLICY

Students participating in any out of school activity i.e., sports, student council, etc., must observe the following policies:

1. Written permission and a waiver signed by the parent/guardian, must be on file at school before the child begins to participate.
2. Parents must show proof of accident/health insurance for the student.
3. Students pay a fee based on charges incurred for the activity, i.e., league fees, referee fees, equipment or other expenses. These fees must be established by a written "budget" which must be approved by the principal.
4. Students may be excluded from an activity due to excessive tardiness, inappropriate behavior during school and/or the activity, or for failing grades. Parents will be notified if exclusion from the activity is planned for the student.

FUNDRAISING POLICY

Parents are responsible for a \$300 fundraiser fee. This can be accomplished through our Fall Raffle, the Mardi Gras Celebration in March, and the Race for Education in the spring. Participation in the events is mandatory to reach your \$300 obligation. \$150 is due by December 1, the remaining \$150 is due by April 30.

All St. Ailbe School individuals, groups and teams wishing to conduct fundraising activities and or solicit funds, must receive pre-approval for their project/event from the principal.

Recognized Purposes for School-Related Fundraising:

- To support activities of school organizations, teams or clubs.
- To support activities that benefit the student body.
- To provide supplemental funds that help defray the costs of optional activities that support school programs.
- To provide supplemental materials or equipment that enhance the instructional program or the administrative functions of the school.

FACULTY & STAFF 2016-17

Reverend Lawrence Duris	Pastor
Mrs. Alyssa Mostyn	Principal
Mr. Edward Burns	7/8th Homeroom
	5-8th Middle School Science
Ms. Rosalina Dixon	6th Homeroom
	5-8th Middle School SS
Ms. Monica Rozelle	5th Homeroom
	5-8th Middle School Math
Mr. Gregory Kreinberg	4th Grade
Ms. Helen Bryant	3rd Grade
Mrs. Karen Adams	2nd Grade
Ms. Justine Hickey	1st Grade
Mrs. Kacie Biniak	Kindergarten
Mrs. Lisa Brown	Early Childhood Teacher
Mrs. Vicki Royal	2/3rd Teacher Assistant
Ms. Lisa Burns	ECC-2 Teacher Assistant
Ms. Sandra Parker	ECC Teacher Assistant
Ms. Yolanda Cox	After School Care Coordinator
Ms. Rhonda Ellis	Before/ After School Teacher
Ms. Marley Davis	Art
Mr. Fred Fomby	Physical Education
Mr. Robert Murphy	Music
Mrs. Mari Carrillo	Spanish
Mrs. Alida Wallace	Marketing Director
Mrs. Lynette Boling	Administrator Assistant
Mr. Juan Rodriguez	School Engineer
Mrs. Louise Marchman	Office Volunteer

WITHDRAWAL/ TRANSFER INFORMATION

The following policies apply to students transferring from St. Ailbe School:

1. Students who are transferring from St. Ailbe School are charged tuition for any portion of the month in which they are in school.
2. No registration or school fees are refundable.
3. No records are forwarded to the receiving schools or transfers issued until all financial arrangements have been completed; for eighth graders, graduate summaries will not be processed unless tuition is current.
4. Request for transfers or other information will be honored three working days after the request; providing all financial obligations are current.
5. A form requesting a transfer must be completed in the office by a parent or legal guardian.
6. The name, address and zip code of the new school must be furnished in order for us to complete the transfer.

WITHDRAWAL ASSESSMENT INFORMATION

Withdrawal - August to June Daily tuition rate	ECC \$27.84 per day	Kindergarten only \$27.84 per day	One Child \$26.70 per day	Two Children \$53.40 per day	Three Children \$80.10 per day
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Please note: St. Ailbe's Family Registration Fee is not refundable.
All outstanding charges must be current before any files can be sent to a new school.

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PRINCIPAL'S RIGHT TO AMEND PARENT HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances. However, please do not hesitate to contact school staff if you need further clarification or require additional information pertaining to any policies or procedures outlined in this handbook.

FINANCIAL INFORMATION

The following policies apply in various situations:

1. All outstanding charges must be current before registration for the 2016-2017 school year will be accepted. This includes tuition, before/after school care, fees, etc.
2. Final tuition payments that are not automatic withdrawals or made online must be made via cashiers' check or cash. Personal checks will not be accepted.
3. Multiple families will be charged as follows:
 - A. Families occupying the same residence will be considered two families unless proof of dependency is provided for the other child.
 - B. Children from other families living with relatives are considered two families unless dependency is proved.
 - C. Children not living with parents, but whose tuition is paid by a parent in our school are considered families.
4. Parents need to make any business transactions in the school office between 7:30 a.m. and 3:30 p.m.

TUITION AND FEES

Timely payment of tuition and fees is essential to the operation of the school. Based upon your preference, payment is either made by the 5th or 20th of the month.

F.A.C.T.S. Tuition Management Company collects tuition for St. Ailbe School. Registered families must submit F.A.C.T.S. Payment Preference Form annually. Payments that are due as indicated on the signed form.

Each quarter progress reports, report cards, awards, NWEA/MAP and standardized test scores will be withheld until all accounts are current, including tuition, before/after school care, fundraising, and other school fees. Parents of students whose tuition is not current will be excluded from school and school related activities. The required family fundraising fee is due by April 28, 2017 or it will be added to the final tuition.

Any payments made in the office must be in the form of credit card (which incurs a 2.75% fee for the service), cash, money order, or cashier's check. **PERSONAL CHECKS ARE NOT ACCEPTED.**

Tuition is a private matter. Families in need of Financial Aid must complete the FACTS Financial Aid application and contact the office. Scholarships are competitive and awarded to students with strong academics and a strong family commitment to the school. St. Ailbe, along with Big Shoulders, does not guarantee that students will receive a scholarship. Financial aid and scholarships are separate, and students will not typically be eligible for both. The funding source of Financial Aid or scholarships is subject to change in the middle of the school year.

SCHOOL CALENDAR - 2016 - 2017

AUGUST 2016

22 Monday School Opens! Hours 7:50 a.m. - 3:00 p.m.

SEPTEMBER 2016

05 Monday Labor Day Observed. No Classes
08 Thursday Patriots Day Mass 8:30 a.m.
15 Thursday Coffee with the Principal
18 Sunday Family Mass 11:00 a.m. Open House following Mass
21 Wednesday Progress Reports Sent Home
23 Friday Professional Development No Classes

OCTOBER 2016

06 Thursday Kente Mass. 8:30 a.m.
10 Monday Columbus Day Observed. No School.
16 Sunday Family Mass 11:00 a.m.
20 Thursday Coffee with the Principal
28 Friday End of Quarter
31 Monday– 07 Monday Scholastic Book Fair

NOVEMBER 2016

03 Thursday Kente Mass 8:30 a.m.
03 Thursday Early Dismissal 1:00 p.m.
03 Thursday Parent -Teacher Conferences 3:00-6:00 p.m.
17 Thursday Coffee with the Principal
20 Sunday Family Mass 11:00 a.m.
23 Wednesday– 25 Friday Thanksgiving Break– No Classes
27 Sunday Advent Begins
30 Wednesday Progress Reports Sent Home

DECEMBER 2016

01 Thursday Kente Mass 8:30 a.m.
14 Wednesday Christmas Program 6:00 p.m.
15 Thursday Coffee with the Principal
18 Sunday Family Mass 11:00 a.m.
21 Monday– 03 Tuesday Early Dismissal 1:00 pm, No After School Care;
Christmas Vacation Begins.

JANUARY 2017

04 Wednesday Classes Resume
05 Thursday Kente Mass 8:30 a.m.
07 Saturday Catholic High School Entrance Exam
16 Monday Martin Luther King Jr. Day Observed - No Classes
19 Thursday Coffee with the Principal
27 Friday Second Quarter Ends

FEBRUARY 2017

01 Wednesday	Report Cards Distributed
02 Thursday	Kente Mass 8:30 a.m.
10 Friday	Professional Development– No Classes
16 Thursday	Coffee with the Principal
19 Sunday	Family Mass 11:30 a.m.
20 Monday	President’s Day Observed - No Classes
24 Friday	Black History Program 1:00 p.m.

MARCH 2017

01 Wednesday	Ash Wednesday
01 Wednesday	Progress Reports Sent Home
02 Thursday	Kente Mass 8:30 a.m.
04 Saturday	Mardi Gras Fundraiser
16 Thursday	Coffee with the Principal
19 Sunday	Family Mass 11:00 a.m.

APRIL 2017

06 Thursday	Kente Mass 8:30 a.m.
07 Friday	End of 3rd Quarter, Professional Development– No Classes
13 Thursday	Early Dismissal 1:00 p.m.
13 Thursday	Parent– Teacher Conferences 3:00-6:00 p.m.
14 Friday	Good Friday-No Classes
16 Sunday	Easter Sunday
17 Monday– 21 Friday	Spring Break
24 Monday	Classes Resume
24 Monday	ACT Aspire Testing Begins
27 Thursday	Coffee with the Principal
28 Friday	Race for Education Fundraiser

MAY 2017

04 Thursday	Kente 8:30 a.m.
11 Thursday	Eighth Grade Ribbon Day and Luncheon
18 Thursday	Coffee with the Principal
19 Friday	8th Grade Class Trip
19 Friday	Kindergarten Class Trip
21 Sunday	Family Mass 11:00 a.m.
25 Thursday	8th Grade Luncheon and Baccalaureate Mass
27 Saturday	8th Grade Graduation
29 Monday	Memorial Day Observed - No Classes
31 Wednesday	Kindergarten Graduation

JUNE 2017

02 Friday	St. Ailbe Fun Day!
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NON-CUSTODIAL PARENT RIGHTS

In the absence of a court order to the contrary, St. Ailbe will provide the non-custodial parent with access to the academic records and to all other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT RECORDS

St. Ailbe School maintains health and academic records of each child. No records are released without parental permission. Parents (custodial and non-custodial) who wish to review their child’s records should make an appointment in the school office. Court orders for records will be honored and parents will be informed of such action.

Parents have the opportunity to meet with the teachers at scheduled conferences during the year. Students’ report cards are given out at these conferences. However, all financial accounts must be current or conferences will not be scheduled or report cards distributed.

PARENTAL COOPERATION

The students' interest in receiving a quality, morally-based education can be served if students, parents, and school personnel work together. Normally, differences between these individuals can be resolved in some rare instances; however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be the express condition on enrollment that the student behaves in a manner, both on and off campus, in both person and electronically, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be the express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.) and any interactions within or outside the school facility.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

ADMISSION POLICY

ST. AILBE CATHOLIC SCHOOL OPERATES UNDER THE AUSPICES OF THE CATHOLIC BISHOP OF CHICAGO, A COPORATE SOLE, IN THE ARCHDIOCESE OF CHICAGO. POLICIES AND PROCEDURES ARE CREATED IN ACCORDANCE WITH ARCHDIOCESAN PROTOCOL.

ARCHDIOCESAN SCHOOLS ADMIT STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS IN THESE SCHOOLS. ARCHDIOCESAN SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF EDUCATIONAL POLICIES, LOAN PROGRAMS, ATHLETIC OR OTHER SCHOOL-ADMINISTERED PROGRAMS.

IN ACCORDANCE WITH *PLYER V. DOE*, 457 U.S.202, 102 S.Ct.2382 (1982), IMMIGRANTS AND UNDOCUMENTED IMMIGRANTS ARE WELCOME TO RECEIVE AN EDUCATION AT ST. AILBE CATHOLIC SCHOOL.

Schools may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

ADMISSION PROCEDURES

- a) Criteria are developed locally in determining priority of student acceptance.
- b) A child entering school must be in compliance with the age requirements of the State of Illinois regarding age of admission.
- c) For the admission of a pre-school, kindergarten, first grade, or a transfer student, parents shall present:
 - 1) an official copy of the child's birth certificate which is reviewed, copied and returned to the parent/guardian;
 - 2) the baptismal record (if applicable);
 - 3) a record of compliance with local and State of Illinois health requirements.
- d) For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. Upon written request from the receiving school, all records from the previous school shall be transferred within ten days provided financial obligations to the school have been met. Acceptance is based upon previous academic and behavioral performance as well as a projection of success in the coming year. Admission to St. Ailbe follows the protocol set forth by the Archdiocese of Chicago.
- e) In all cases, the transfer, health records and Unofficial Record (if applicable) must be sent within ten days.
- f) School personnel must verify that the person enrolling the child is the legal guardian of the child before accepting the student.

Students are accepted on a probationary period of 90 school days at St. Ailbe Catholic School. During this probationary period, students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period, if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded. Families, at all times including past the probationary period, are expected to comply with school policies and maintain good financial status. Violation of these terms may

AGE REQUIREMENTS

PRESCHOOL REQUIREMENTS FOR 3 AND 4 YEAR OLD CHILDREN

Children must be 3 years of age on or before September 1 of the current school year with no exceptions. Under no circumstances may children younger than 3 years of age be accepted into a preschool program. Schools may not accept children as they turn 3 years of age during the school year if the child was not 3 years old by the September 1 deadline.

Children must be 4 years of age on or before September 1 of the current school year. Children who turn 4 years of age after the September 1 deadline may be accepted into the preschool with the understanding that the child will remain in the program until they are age-eligible for kindergarten.

KINDERGARTEN AND FIRST GRADE

Kindergarten students must be 5 years of age on or before September 1 of the current school year. For exemptions to this policy, see Early Entrance to Kindergarten Procedures below.

First grade students, who will be 6 years old on or before December 31, based upon the school's assessment of the child's readiness, may begin first grade in the fall under certain conditions. The child must have attended a nonpublic preschool, continued her/his education at that school through kindergarten, and been taught by an appropriately certified kindergarten teacher. (105ILCS5/10-20.12)

PARENT TEACHER COMMUNICATION

One of the greatest strengths of St. Ailbe School is the open communication between parent/guardian and teacher. Some notices will be given electronically.

Parents are notified of the need for improvement in areas of study and behavior either by phone call or by report forms issued by the teacher. Understand that everyone at St. Ailbe has the best interest of your child at heart. In the end, everyone wants the students to be successful. Please check your child's Wednesday folder for weekly communication.

St. Ailbe Power School is open for parents to check grades at any time. Grades are updated by teachers, at a minimum, weekly. If you have any questions or concerns, please contact the teacher for clarification. Your username and password stay the same throughout your child's education at St. Ailbe. If you have forgotten your username or password, you can get a copy from the office. We do not give out usernames or passwords over the phone.

Parent-Teacher Conferences may be arranged by contacting the teacher for an appointment. Parents arriving for an appointment must first stop in the office for a Visitor's Pass.

Parents have the opportunity to meet with the teachers at scheduled conferences during the year. Students' report cards are given out at these conferences. However, all financial accounts must be current or conferences will not be scheduled or report cards distributed.

STUDENT SAFETY

Students may not return home for items left behind.

STUDENTS MAY NOT WAIT OUTSIDE OR AT SCHOOL ENTRANCES FOR PARENTS BEYOND 3:15 P.M. STUDENTS NOT PICKED UP BY 3:15PM WILL BE SENT TO AFTER SCHOOL CARE. PARENTS WILL THEN BE BILLED ACCORDINGLY.

Throughout the school year, students will practice safety drills to ensure familiarity with the situation if the situation were to arise in reality. Students will practice fire drills, bus evacuations, lock-down drills/ intruder drills, soft-lockdown drills/ threat outside of the building drills, and tornado drills. Parents will be made aware after a drill was practiced. Please understand that the drills are meant to prepare for a stressful event, and in doing that, some students may be scared. If your child is stressed about the drill, please reiterate that this a “just -in-case” practice, and they now will be able to stay as safe as possible if something were to come up. At school, the teachers will work to make sure the students, at all times, understand they are safe and secure when they are in school with adults around who will help protect them.

SCHOOL SECURITY

ALL SCHOOL DOORS ARE LOCKED ONCE CLASSES BEGIN . VISITORS NEEDING TO ENTER THE BUILDING SHOULD RING THE DOOR BELL ON THE STONY ISLAND SIDE.

All parents who come to school during the day must report to the office first. **PARENTS/GUARDIANS SHOULD NOT GO DIRECTLY TO A CLASSROOM WITHOUT PRIOR AUTHORIZATION FROM THE OFFICE.**

Students are not permitted in the lower level of the school unless supervised. No student may be anywhere in the building either before or after school or at lunch time unattended. Students enrolled in the Before School Care Program should enter through the parking lot door.

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

MISSION STATEMENT

ST. AILBE CATHOLIC SCHOOL IS A SPIRITUALLY AND FAMILY BASED COMMUNITY THAT IS COMMITTED TO DEVELOPING LIFELONG LEARNERS IN THE 21ST CENTURY. OUR ENVIRONMENT IS PHYSICALLY AND EMOTIONALLY SAFE AND CENTERED AROUND EDUCATING THE WHOLE CHILD. WE ARE COMMITTED TO EXCELLENCE AND EXEMPLIFYING THE TEACHINGS OF JESUS CHRIST. ST. AILBE CATHOLIC SCHOOL FOSTERS A FAMILY THAT DOES NOT END AFTER GRADUATION, BUT CONTINUES FOR A LIFETIME.

CHRISTIAN VALUES - ACADEMIC EXCELLENCE - FAMILY PARTNERSHIP

ST. AILBE CATHOLIC SCHOOL HAS PROVIDED AN EDUCATIONAL AND SPIRITUAL BASE FOR THOUSANDS OF STUDENTS, ENABLING MANY OF THEM TO GO ON TO BECOME SUCCESSFUL IN MANY WALKS OF LIFE.

SCHOOL PHILOSOPHY

AS EDUCATORS OF ST. AILBE CATHOLIC SCHOOL, IT IS OUR PHILOSOPHY THAT WE:

1. INTERNALIZE THE MESSAGE OF CHRIST AS TAUGHT BY THE CATHOLIC CHURCH AND DEMONSTRATE CHRISTIAN VALUES IN OUR DAILY LIVES.
2. ACKNOWLEDGE THAT WE ARE ROLE MODELS WHOSE GOAL IS TO LEAD AND SUPPORT STUDENT LEARNING. WE RECOGNIZE THE CAPACITY IN ALL STUDENTS OF ALL ABILITIES TO REACH THEIR INDIVIDUAL POTENTIAL AND EXPERIENCE SUCCESS.
3. ENCOURAGE ACTIVE PARTICIPATION AND DEVELOPMENT IN A LEARNING ENVIRONMENT RICH WITH CULTURE AND HISTORY WHERE CHILDREN ARE VIEWED AS UNIQUE INDIVIDUALS.

ST. AILBE PRAYER SHARING PHILOSOPHY

IN CONJUNCTION WITH OUR PHILOSOPHY AND MISSION STATEMENT:

ST. AILBE STUDENTS PARTICIPATE AS PRAYER SHARERS DURING THE WEEKLY THURSDAY MASSES AT 8:30 A.M. PARENTS ARE INVITED TO OUR WEEKLY MASS CELEBRATIONS. ST. AILBE SCHOOL WARMLY REQUIRES FAMILIES TO ATTEND FAMILY MASS, HELD ON THE THIRD SUNDAY OF EVERY MONTH AT 11:00 A.M. CHECK THE SCHOOL CALENDAR OR WEBSITE FOR THE EXACT DATES. THIS SHARING AND PRESENCE INDICATES

OFFICE HOURS

REGULAR SCHOOL OFFICE HOURS OF OPERATION ARE FROM 7:30 A.M. UNTIL 3:30 P.M. PLEASE DO NOT HESITATE TO CONTACT THE OFFICE IF YOU NEED SERVICE BEYOND NORMAL BUSINESS HOURS. ALL COMMUNICATIONS SHOULD BE CLEARLY IDENTIFIED WITH THE STUDENT'S NAME AND GRADE. THIS WILL HELP ENSURE THAT WE PROVIDE THE BEST POSSIBLE SERVICE FOR YOU AND YOUR STUDENT.

STUDENT PICK UP/ DROP OFF

DRIVING ON THE PLAYGROUND IS NOT PERMITTED. Students should be dropped off on the Stony Island or 91st Street side of school **ONLY**.

Students in grades ECC-8 line up on the playground. At 7:50 a.m. the students are escorted to their homerooms by the teachers. In the event of inclement weather the students report to the cafeteria. At the 3:00 dismissal, in the event of inclement weather, students in grades ECC-3 will remain in their classrooms. Grades 4-8 will go to the cafeteria for dismissal.

Before School Care begins at 7:00 a.m. Before School Care students enter on the Stony Island side of the school building, ENTRANCE #1.

The Breakfast Program begins at 7:30 a.m. Students should not arrive too early for school. Students arriving before 7:30 a.m. will go to the Before Care Program and will be billed accordingly.

Parents are reminded that there is no supervision on the playground before school. For safety, students must enter the building and proceed to Before Care. Students are supervised for their own safety and the safety of others at lunch, recess, and dismissal until 3:15 p.m. Students NOT picked up by 3:15 p.m. will be escorted and enrolled in the After School Care Program. Please use ENTRANCE #2 to pick students up from After Care. FAMILIES SHOULD HAVE AFTERSCHOOL PLANS ARRANGED BEFORE THE CHILD IS DROPPED OFF. STUDENTS WILL NOT CALL HOME FOR RIDES. STUDENTS WILL BE SENT TO AFTERCARE.

Parents will be charged the daily After School Care rate of \$10.00 if their child is sent to the After School Care Program.

All After School Care students should be picked up between 3:15 p.m. and 6:00 p.m. For any late pickup, a charge at the rate of \$1 per minute will be added to your bill. The charge applies to any student who is picked up late. *Three late pickups may result in the exclusion from the After School Care Program.*

ST. AILBE NUTRITIONAL PHILOSOPHY

The goal of St. Ailbe School is to develop healthy eating habits among our children.

Research shows that the diet of children in the United States is deficient in basic nutritional value. Our children consume an abundance of fat, sodium, and sugar. As a result, children are predisposed to high blood pressure, stroke, and obesity, which severely limits their life style and ultimately their life span.

First Lady Michelle Obama and Secretary of Agriculture Tom Vilsack unveiled new standards that will result in changes to school meals for children across the nation for the first time in more than fifteen years. The standards are intended to improve the health and nutrition of nearly 32 million children that participate in school meal programs every school day.

For many years FSP (Nutrition Services of the Archdiocese of Chicago) has gone beyond the national standards by providing meals with zero grams of trans fat, locally-grown and organic produce when possible, whole grain products, low-fat milk with no antibiotics or growth hormones, and lean meats. Beginning with the 2012-13 school year, our menus will include an expanded and daily offering of fruits and vegetables, and more whole grain products will be served. Our chefs have designed some new and exciting recipes, while retaining many of your child's favorites in order to enhance your child's dining experience at school.

The health and well-being of the children we serve is a top priority. In addition to overall wellness benefits, studies have definitely shown a link between good nutrition and a child's academic performance. Our mission is to provide high quality meals that your children will enjoy, at a reasonable price. This coming year our costs will increase in part due to inflation, but primarily due to the changes in the meal standards. We will firmly believe that school lunch is a very good value for the price especially when considering the nutritional benefit to your children.

CURRICULUM

The Curriculum of St. Ailbe School is planned as an extension of the philosophy of the school and is posted on the Archdiocese of Chicago website ocs.archchicago.org.

The extension and source of this atmosphere is contained in the spirit of our school. The spirit finds its growth in the religion classes where students learn the plan that God has for them as they live out their lives, search the scriptures to learn how to be Christ-like, and explore the traditions of Catholic Church.

Classroom prayer and school liturgies provide expressions of this learning, and a way to bring these teachings to each other through our actions.

The intellectual growth of the students is fostered by a good sound basic education, strong in language skills and math.

Understanding of and excursions into history, science, and fine arts, provide a base where the students come to a greater realization of who they are. Accepting responsibility for assignments and behavior aid the student in developing skills which provide him/her with the self-discipline necessary to develop into a well-rounded person.

BIRTHDAY CELEBRATIONS

Children’s birthdays are important and mark the passage of time in each child’s life. Parents who wish to note their child’s birthday must notify the teacher prior to sending “treat bags” to school to be distributed at the end of the school day. Please do not send food as the celebration.

NUTRITIONAL INFORMATION

Breakfast / Lunch Information

The Breakfast and Lunch Program is administered by the Food Service Professionals of the Archdiocese of Chicago. The Food Service Professionals operate the largest satellite lunch program in the country. Meals are prepared in a central commissary and are delivered to school each day. All students in grades Preschool through Grade 8 are eligible for free breakfast and lunch.

BEFORE / AFTER SCHOOL CARE

The extended daycare is designed to provide a safe and fun environment for children grades Pre-K – 8th either before or after school. This program will provide a light snack, homework time and activities.

COST		TIME	
Morning Care	\$10.00 Weekly	Morning Care	7:00 a.m. – 7:45 a.m.
	(1 child)		
	\$15.00 Weekly		
	(2 or more)		
After School Care	\$40.00 Weekly	After School Care	3:15 p.m. – 6:00 p.m.
(3 or more days)	(1 child)		
	\$50.00 Weekly		
	(2 children)		
	\$60.00 Weekly		
	(3 or more)		
\$10.00 – 1 day emergency			
\$1.00 per minute after 6:00 p.m.*			

PAYMENTS:

The extended care service fees are to be **paid the 2nd of the month** (or the first school day of the week) in the main office. Payments are to be paid timely. A receipt will be issued for every payment. **On early dismissal days, after-school care services will not be available.**

Delinquent payments may result in student exclusion from ASC. The late pickup fee is \$1.00 per minute after 6:00 p.m. Three (3) late pickups can result in the exclusion from ASC.

Only authorized person(s) may pick up your child from extended care.

WEATHER INFORMATION

If severe weather results in the closing of the school, parents/guardians will be notified through the School Messenger telephone notification system.

On days of extremely cold weather, parents should be the final judge as to whether or not the child could come to school based on the safety of sending their child out.

Students are not sent home during a tornado warning. If the weather report indicates tornadoes in the vicinity, students will not be dismissed until the warning has been cancelled.

During the winter, students should come to school warmly dressed as they go out for recess unless the weather is severe or the temperature is below 20 degrees Fahrenheit.

**Boots may not be worn in school during the day.
Students should bring other shoes to wear in school.**

COMMUNICATION

Telephone Notification System (**School Messenger**)

St. Ailbe uses a telephone broadcast system that enables school personnel to notify parents/guardians by phone of emergencies or events that cause early dismissal or school cancellation. The service will also be used to communicate important announcements or reminders.

GRADUATION REQUIREMENTS

Diplomas will be awarded to those 8th grade students who have:

- completed the school's academic requirements;
 - achieved a passing grade on the Constitution of the United States and the State of Illinois examination;
 - adhered to the school's code of conduct;
 - returned all school materials; and
- maintained no outstanding balances on tuition or other required financial obligations.

Diplomas will not be awarded until all financial obligations are paid in full.

GYM PROGRAM

Gym classes for students preschool—grade 8 are conducted in the parking lot or in the parish hall located on the lower level of the building when weather does not permit students to go outside.

Gym classes are held on Monday and Wednesday. Parents will be notified of the days their student's grade level has class.

Grades 5-8 students are eligible for Gym & Swim program through the South Side YMCA, located at 6330 S. Stony Island Avenue. Students will take a bus each Wednesday from 11:30-1:30 p.m. to practice swimming and getting time to use their gym and workout facilities. More information will be sent home to those families participating.

STANDARDIZED TESTING PROGRAM

- 1) Students take the ACT Aspire Test in April of each year.
- 2) St. Ailbe administers NWEA/MAP testing (3 times per year) as a progress monitoring assessment.
- 3) Results of these tests are studied and used to improve and evaluate curriculum materials.
- 4) Individual student results are sent home at the end of May.

HOMEWORK

Homework assignments supplement and reinforce classroom teachings. Parents are encouraged to provide conditions that are conducive to study and homework. The completion of homework assignments affects a student's daily grades and

GRADING

Grading Policy

A-93-100

B-85-92

C-77-84

D-70-76

F-69 or below

HONORS PROGRAM

Students in grades 4-8 receive semester GPAs and are considered for our Honor Roll Program.

The following honors are awarded quarterly.

Principal's Scholars 4.0

A Honor Roll 3.5 – 3.9

B Honor Roll 3.0 – 3.4

Subjects included are Religion, English, reading, spelling, mathematics, social studies and science. Awards are not given to students who earn a D or below in Conduct.

KENTE CLUB

This club recognizes students who display the following characteristics:

A Good attitude toward school;

A Sincere effort in his/her school work;

A Behavior pattern which models the school statement and code of conduct.

Each month, up to two students per grade are honored as Kente Students. They receive a medal to keep and wear as well as a special **Kente Stole** to wear to Mass all month. Our hope is that by honoring these students, we will reinforce the students' attempts in developing the Kente characteristic— no matter what the age or grade level. The **Kente** cloth was chosen as the symbol because the **Kente** cloth identifies the **Royalty** of the person who wears it.

FIELD TRIPS

In addition to the calendar dates, field trips of an educational nature are planned during the year by each grade. Written consent is required by parents/guardians for each field trip. However, students whose conduct does not assure a safe trip for all students are not permitted to go on the field trip.

ABSENCE AND TARDINESS

Attendance at St. Ailbe Catholic School is mandatory. Students must attend on days when school is in session. Parents/Guardians of students who will be absent from school are asked to call the school office before 8:15 a.m. to report the absence. This should be done each day the students will be absent. This assures the school office that the students are safe. If no call is received, the office will call home to assure the child is safe.

If your student is absent for 3 or less days, please do not request assignments. The teacher will determine what assignments need to be made up when the student returns to class.

Students who arrive late for school should stop to receive a tardy slip and proceed directly to their classroom. Tardiness interferes with a student's progress and is a disturbance to the teacher and other students. Student instruction begins at 8:00 a.m. A student is considered tardy if he/she is not in their classroom seat at 8:00 a.m. Tardy slips are issued by the Main Office. If students are late more than 10 times in a given quarter, the parent will need to meet with the teacher and principal to discuss the effects of being late in the classroom. Students can be excluded from after school activities with more than ten tardies and no improvement in getting to school on time.

EARLY DISMISSAL

Students may be dismissed early from school with a written request from the parent/guardian. This request should clearly indicate whether the student is to be picked up by the parent/guardian or another authorized adult. Dismissal before 2:00 will be counted as a half day absent.

The parent/guardian or the adult authorized by the parent must come to the school office, and sign the student out. *Students may not be dismissed to anyone not authorized by the parent/guardian.*

HEALTH POLICIES

IMMUNIZATIONS AND PHYSICALS

No child will be considered registered until proof of immunizations and a physical are current and on file. All children in Illinois shall present proof of 1) a health examination within the current year; 2) of being up to date on all required immunizations as follows:

- immediately prior to or upon entrance into any *public, private or parochial pre-school or transferring from outside of the State of Illinois*;
- prior to entering *preschool, kindergarten or the first grade*; upon entering *sixth and ninth grades*.

For more information about required immunizations:

<http://www.dph.illinois.gov/topics-services/prevention-wellness/immunization>

DENTAL EXAMINATIONS

All children in kindergarten, Grade 2, and Grade 6 shall have a dental examination by a licensed dentist. Parents/Guardians are to be reminded of this requirement **60 days before May 15 of each school year**. Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

If a student in Grade 2 or Grade 6 fails to present proof of a dental exam by May 15, the school may hold the child's report card until the student presents proof of the School Dental Examination for or a Dental Examination form. School dental examinations must have been completed within the 18 months prior to May 15 of each school year.

VISION EXAMINATIONS

All children (**except preschool students**) enrolling in public, private or parochial schools for the first time or entering kindergarten shall have an eye exam. **Parents/Guardians are to be notified of this requirement at registration.**

Proof by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Medical files will be reviewed at the school. Parents will be notified of any discrepancies in the immunization or physical exams based upon the state requirements. Parents are responsible for rectifying the discrepancies with the doctor to abide by state law. Students without current health requirements will be excluded on October 15.

ACCEPTABLE USE POLICY: TECHNOLOGY

St. Ailbe Catholic School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote education excellence in St. Ailbe School by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. St. Ailbe School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school. We have installed filtering software and will supervise during all use. Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of St. Ailbe School activities. All users are expected to use the computers and computer networks in a responsible, ethical and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

I. USE OF ST. AILBE SCHOOL'S TECHNOLOGY RESOURCES

Improper use of the St. Ailbe School Technology Resources is prohibited. Uses of St. Ailbe School Technology Resources that are prohibited include, but are not limited to: Violating students' rights to privacy/confidentiality, Attempting any unauthorized access to any computer system, Downloading unacceptable materials, Re-posting personal communication without the authors prior consent, Violating copyright law, Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes, Downloading, installing or storing software on a school computer without the approval of appropriate school personnel, Changing or attempting to alter any configuration, program, and/or password on any computer or system, Using a school computer without the knowledge/approval of school personnel responsible for the computer, Using inappropriate language, pictures, gestures in any form on the Internet, Using the Internet for entertainment or limited self-discovery function, Using the Internet for unauthorized purchases

II. PARENT OR GUARDIAN CONSENT FOR STUDENT USE

Prior to a student's use of the St. Ailbe School technology resources, the parent or guardian of the student must provide written authorization. This consent form is kept in the School Office.

III. STUDENT

All students who use the St. Ailbe School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use. This consent form is kept on file during the school year. The Acceptable Use Form is renewed yearly to remind children of their role in acceptable use of technology. A copy of this form is sent home at the beginning of each school year with instructions for completion and the date the completed form is due at school. **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 school name, remarks directed to or about teachers 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 his/her family.

FIREARMS/ WEAPONS

The principal, with appropriate consultation, shall develop local policies and procedures regarding student substance abuse, use of alcohol, and possession of weapons.

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

- Students shall not carry, possess, or use weapons or firearms in school, or on school premises.
- Weapons include, but are not limited to the following: knives, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

HEALTH POLICIES

First aid for minor cuts and bruises is administered at school. In the event of a more serious or questionable injury, parents/guardians are notified. If deemed necessary, the Chicago Fire Department ambulance is called. If the parent/guardian cannot be located, school personnel will accompany the student to the hospital.

Children who have been seriously ill should present a doctor’s permission to return to school. During illness, school materials are not sent home if the child has a communicable illness.

Children who are sent home from school with a fever should remain at home and be fever free for 24 hours without medication before returning to school.

Medicine Administered at School:

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.

No medication may be administered in school unless both the student’s physician and parent/guardian have completed, signed and returned the Medication Authorization Form. Changes/Adjustments to the medication will be made only with the written authorization of the physician. Medication must be brought to school in the original container appropriately labeled by the pharmacy and physician. The dosage and discontinuation date should also be included. The school will provide a locked space for safe storage of the medication which is accessible to authorized personnel only.

Students that require the immediate use of medication i.e. **asthma inhalers or EpiPens** are permitted to carry medication and to self-administer that medication without supervision by school personnel. The school needs to have on file that student’s current and completed Medication Authorization Form. Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known allergy. It is crucial that children with life-threatening allergies have immediate access to emergency epinephrine when anaphylaxis occurs. Epinephrine can save a child’s life by opening his or her airways until emergency personnel arrive. The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies. A school nurse may administer an EpiPen to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place. Under Public Act 97-0361, a school district or non- public school, and its employees or agents are to incur no liability for the administration of an EpiPen, provided the school nurse acted in good faith when administering the EpiPen. Parents who have children with severe allergies are encouraged and reminded to work with the school and put in place an Emergency Action Plan in place.

DIABETES CARE

In order to serve our students with diabetes, St. Ailbe Catholic School follows the Care of Students with Diabetes Act:

1. Diabetes care plan is required (with physician's orders).
2. Glucometer readings shall be recorded using a standardized format provided by the State Board of Education.
3. A delegated care aides agrees to receive training in diabetes care and to assist students in implementing their diabetes care plan and is not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct related to the care of a diabetic student.
4. *Delegated care aides are to be trained to:*
 - Check blood glucose and record results
 - Recognize and respond to the symptoms of hypoglycemia and hyperglycemia
 - Estimate the number of carbohydrates in snack and lunch.
 - Administer insulin according to the student's diabetes care plan and record the amount administered
 - Respond in an emergency
 - If an extra dose of insulin is required while the child is under the care of the care aide, the care aide shall consult the nurse, parent, or physician.

In schools where diabetes students attend, all staff shall be trained in the basics of diabetes care:

How to identify when the student needs immediate or emergency medical attention, Who to contact in case of emergency

Management of school-sponsored activities: An information sheet shall be provided to the school employee who transports the student that includes:

1. Identification of the student with diabetes
2. Potential emergencies that may result from diabetes and appropriate responses to the emergencies.
3. Emergency contact information

Student self care – student may manage his/her own diabetes care:

1. In the classroom
2. At any school related activity
3. May keep all items in his/her possession to care for diabetes including glucagon, food, and drinks.

GANGS

Gang-related activities have no place in the catholic school which fosters a gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action.

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

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

SUBSTANCE ABUSE

Substance is defined as illegal drugs and drug paraphernalia, alcohol, 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 purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: 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:

Notify the parent/guardian and suspend the student during the school investigation.

Notify local law enforcement authorities immediately as directed by law.

Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.

Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).

Notify the school's Regional Director of the incident; fax a copy or send a PDF of the completed Accident/Incident Report within 24 hours to the Regional Director.

If the 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.

Appropriate confidentiality shall be maintained.

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. All bullying will be dealt with through the Disciplinary Referral Form to bring any bullying to an end. Parents will be notified about any student involvement.

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

SCHOOL WIDE EXPECTATIONS

St. Ailbe School teachers and students practice a system of behavior management where staff teaches clear expectations for appropriate behavior. It is a proactive system for teaching appropriate behavior as it is preventative system for addressing inappropriate behavior before it becomes problematic. It also supports correction intervention of inappropriate behavior in a nonjudgmental manner. The ownership of appropriate or inappropriate behavior is on the student. The student chooses his/her behavior and then chooses the consequences that go along with along with his/her choice. This restorative practice is beneficial in helping students understand how their behavior effects more than themselves now and how they can fix their behavior for their future decisions. Behavioral interventions become a learning tool.

Expectations:

Each classroom will go over the behavior expectations in each area of the school. School wide behavior involving the next four expectations is expected from students at all time:

1. Always be respectful to peers, faculty/staff and visitors
2. Always be safe
3. Always be ready to actively engage in learning
4. Always be a problem solver

Kente Student(s) of the Month

At the end of each month, each room will be asked to pick a student or students who represent their grade level as:

1. Following all behavioral and school expectations
2. Using time wisely in the classroom and throughout the school
3. Being helpful and kind to staff and classmates
4. His or her picture will be taken and displayed in the main hall at the entrance of the building. The pictures will be identified by grade.

Discipline Referral Form

The Discipline Referral Form will be used by staff after three restorative practices have been attempted. The student will then come down to the office, and engage in a restorative conversation about behavior and appropriate next steps, supervised by the principal. Depending on the severity of the behavior, restorative steps may be skipped if the safety of the students is at risk. The principal will make the final determination of consequences.

STUDENT EXPECTATIONS

The students at St. Ailbe Catholic School are expected to be excellent in their respective ways. Why? Because they can! In order to help all students reach their potential, each student is expected to adhere to the following general guidelines:

1. Attend school daily and arrive on time. Students are considered tardy after 8:00am. When absent, students must have a note from their parent/guardian upon their return. Please check with your child(ren)'s teacher about any missed work. Also please see the school policy regarding extended absences.
2. Students must respect all faculty, staff, other students, property and visitors of St. Ailbe Catholic School.
3. Students must be in proper uniform. This includes wearing the proper gym uniform on gym days. Parents will be notified in advance of non-uniform days.
4. We are a faith-based school! Therefore, students are encouraged and asked to participate in enriching religious experiences: prayer, Mass, Scripture readings, etc.
5. Students are expected to complete all assignments (classwork, homework, projects, etc.) neatly, thoroughly, and promptly.
6. Students are not allowed to use cell phones and other personal electronic devices (ex. iPods, handheld gaming devices, mP3 players, etc.) during the instructional day. This includes during field trips. In the circumstance of a cell phone, St. Ailbe recognizes the safety value the cell phone adds when a student is away from home or a parent. Cell phones may not be carried on the student and must be stored in his/her locker. St. Ailbe is not responsible for any lost, damaged or stolen cell phones. If seen in class, a staff member may confiscate the phone. The phone will be turned into the office, which will hold the phone until a parent comes to pick the phone up from the principal. **Parents, please make drop-off and pick-up arrangements for your child(ren) prior to the school day. Students will not be allowed to use the school phone to make such arrangements.**
7. Bullying (verbal, electronic, or physical), fighting, vandalism, destruction of property and overt disrespect of St. Ailbe faculty/staff and other students will result in administrative disciplinary action, which can include suspension or expulsion. All students deserve the right to feel safe. Please refer to page 27 for a detailed list of unacceptable behaviors and the consequences.
8. *All students are expected to share their talents, enhance their gifts and do their absolute best!*

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'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.

STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

INTERVENTION: The inappropriate/unacceptable conduct should be stopped immediately.

INVESTIGATION: The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.

DETERMINATION: Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.

RESPONSE: Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

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

ATTACKS ON SCHOOL PERSONNEL

Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

HARASSMENT

The administration and staff of St. Ailbe School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

SEXUAL HARASSMENT

Sexual harassment is unacceptable conduct. This includes verbal, physical, or electronic forms (including electronic devices and content from social media) of sexual harassment. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination or expulsion.



Principal
9037 S. Harper Ave.
Chicago, IL 60619
773.734.1386
773.734.1440 (fax)

Academic Excellence Christian Values Family Partnership

Discipline Referral Form

Name: _____ Grade: _____ Room #: _____ Date: _____
Referred by: _____ Time: _____ Location: _____

Behavior and Corrective/Restorative Response
Description of learning interruption/event: _____ _____ _____ _____ _____
Prior corrective/restorative responses: _____ _____ _____ _____
Code of Conduct Violation Group # _____

Administrative Decision

Behavioral	Actions for repeated behavior
<input type="checkbox"/> _____ min. in office	<input type="checkbox"/> Check in/ Check out
<input type="checkbox"/> Self-reflection form	<input type="checkbox"/> Leadership development opportunity
<input type="checkbox"/> Administrative Conference w student	<input type="checkbox"/> Behavior Contract
<input type="checkbox"/> Mediation or peer conferencing	<input type="checkbox"/> Admin phone call home
<input type="checkbox"/> Peace circle with staff/peers impacted	<input type="checkbox"/> Student/Administrator/Parent/ Teacher conference
<input type="checkbox"/> School community service	<input type="checkbox"/> Referral to counselor
<input type="checkbox"/> Referral to counselor	<input type="checkbox"/> Silent lunch detention for _____ days
<input type="checkbox"/> Lunch detention for _____ days	<input type="checkbox"/> Saturday Detention

NOTE: TEACHER MUST CALL HOME THE SAME DAY AN OFFICE REFERRAL IS MADE

Group 1 Inappropriate Behaviors	Available Interventions and Consequences
<ul style="list-style-type: none"> Running and/or making excessive noise in the hall or building. Leaving the room without permission. Engaging in any behavior that disrupts the classroom instruction. Loitering or occupying an unauthorized place in the school facility or grounds Failing to attend class Persistent tardiness to school (10 or more quarter) Use of school computers to access non-educational materials, such as games or other inappropriate materials Unauthorized use or possession of a cell phone or other information technology devices 	<ul style="list-style-type: none"> Documented by teacher, student, parent/guardian, and/or administrator conference focused on expectation violated, cause of behavior, and strategies to prevent in future Recommended instructive, corrective, or restorative response (Reflection Sheets for Action) Detention lunch, before school, <u>after school</u>, or Saturday
Group 2 Disruptive Behaviors	Available Interventions and Consequences
<ul style="list-style-type: none"> Posting or distributing unauthorized written materials on school grounds Leaving school without permission Initiating or participating in any unacceptable minor physical actions Failing to abide by school rules and regulations Exhibiting or publishing profane, obscene, indecent, immoral, libelous, or offensive materials, or using such language or gestures Possession and/or use of tobacco or nicotine products, matches, or cigarette lighters Disregard for the instructions or direction of school personnel causing interruption to other students' participation in school activities 	<ul style="list-style-type: none"> Documented by teacher, student, parent/guardian, and/or administrator conference focused on expectation violated, cause of behavior, and strategies to prevent in future Recommended instructive, corrective, or restorative response (Reflection Sheets for Action) Detention lunch, before school, <u>after school</u>, or Saturday Skill building in school suspension
Group 3 Seriously Disruptive Behaviors	Available Interventions and Consequences
<ul style="list-style-type: none"> Fighting with the intent to harm, but no injuries result Fighting with the intent to harm with injuries Assault/Battery Vandalism Theft Possession of a dangerous object Gang activity or affiliation Use or possession of drugs and/or alcohol Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression, or disability Second or more documented violation of Group 1 or 2 behaviors Any behavior otherwise not listed in Groups 1, 2, or 3 that seriously disrupts the educational process Plagiarizing, cheating, and/or copying the work of another student or source Bullying behaviors Use of cell phone or other technology device to harass, incite violence, or interrupt other students' participation in school activities, including use of device to record others without permission or unauthorized distribution of recordings 	<ul style="list-style-type: none"> Documented by teacher, student, parent/guardian, and/or administrator conference focused on expectation violated, cause of behavior, and strategies to prevent in future Recommended instructive, corrective, or restorative response (Reflection Sheets for Action) Detention lunch, before school, <u>after school</u>, or Saturday Skill building in school suspension, out of school suspension, or a combination of both up to three days Expulsion

In any situation, the administration reserves the right to move to the appropriate course of action based on the safety of the school and students. In any illegal actions, the situation will be turned over to law enforcement officers. In all cases, having the students in school, at all times, is the goal if safety of others will not be compromised.

UNIFORMS

When you look your best, you feel your best, you do your best. Help us to help our students do exactly that!

GIRLS

Bottoms

- PreK-K Jumpers (Plaid 41– Pinafore style)
- Gr 1-4 Jumpers (Paid 41—Crew neck, box pleats).
- Gr 5-8 Skirts (Plaid 41 box pleats) Gr 5-8 Skirts (Plaid 41 only)
- PreK3-8 Pants Twill Pleated Front – Navy Blue (no jean style or boy pants)

Tops

- PreK3-Gr 8 Short/Long Sleeve Blouses Peter Pan Collar White, or Light Blue
- Gr 6-8 Navy and Plaid 41 Crossover Tie (Worn Nov. 1-Apr. 1)
- All Students Socks, tights, or knee socks – Navy Blue, White
- All Students V-neck Cardigan Sweater in Navy Blue
- All Students V-neck Pullover Navy Blue
- All Students V-neck Vest in Navy Blue
- Pants are permitted (Nov. 1 - Apr. 1)

BOYS

Bottoms

- Boys PreK3-8 – Pants Twill Pleated Front (1268) Navy Blue

Tops

- Boys ECC-5 – Short/Long Sleeve 3 button knit polo White or Light Blue
- Boys G5-8 Short/Long Sleeve Oxford cloth White or Light Blue

Ties (Navy) are MANDATORY for Boys Grade 6-8

- All Students should wear a Navy Blue or Black belt if they wear pants.
- All Students wear Black or Navy School Shoes only. No Gym shoes.

The gym uniform for all students consists of Navy Blue Sweatpants, Shorts, Navy Blue Sweatshirts, White Tee Shirts. Please order from the office.

Boys' hair cuts should be conservative. Designs, braids, twists, tails, locks, mohawks, or the like are not permitted. Afros are permitted but must be a conservative length and well maintained. No oversized jewelry or earrings are permitted.

Girls' hair should be neat and conservative. No acrylic nails, or fancy nail designs are permitted. No oversized purses or excessive jewelry should be worn. Make up is not permitted.